

Procedures



February 1995

Remote Forms Queuing System (RFQS)

TITLE I Payroll/Personnel Manual

CHAPTER 20 Reports

SECTION 2 Remote Forms Queuing System (RFQS)

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About This Procedure

This procedure provides instructions for accessing and operating the Remote Forms Queuing System (RFQS). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

<u>System Overview</u> describes what the system is used for and provides related background information.

<u>System Access</u> provides access security information and instructions for accessing the system.

Operating Features describes the system's design and how to use its operating features.

RFOS Menu gives instructions for selecting options from the system's primary selection screen.

Instructions for each **submenu** and **option** are provided under separate headings. All options on a submenu are covered before going to the next option on the RFQS menu. The menu and option screens are presented as figures within the text.

The **Exhibits** section includes illustrations of examples of forms and reports.

The **Appendix** section contains RFQS error messages.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

What Conventions Are Used

This procedure uses the following visual aids:

□ Messages displayed by the system are printed in *italics*. Example: The message *Not Ready* is displayed.

- □ Field specifications are also printed in italics. Example: **Password.** (*required*, *alpha field*; 6 to 8 positions). Key in your password.
- □ For date fields, "(mmddyy)" means that you should key in the date in month/day/year order, using leading zeros for single-digit months and days. Example: Key in the date (mmddyy) that the personnel office received the employee's application.
- \square Data that is system generated or that you must key in exactly as shown is printed in *bold italics*. Example: Key in *RFOS*.
- □ Emphasized text within a paragraph is printed in **bold**. Example: For an illustration and brief description of each report, see **Exhibits** in this procedure..
- □ Figure, exhibit, and appendix references link figures, exhibits and appendixes with the text. These references are printed in a bold font as shown here. Example: The NFC Menu (**Figure 4**) is displayed.
- □ References to sections within the procedure are printed in bold as shown here. Example: After exiting RFQS (see **Sign-Off instructions** in this procedure), key in *st* or *status* at the Ready prompt.
- □ Keyboard references are printed in brackets. Example: Press [Enter]. Press [PF7].
- □ Optional actions at the end of a processing function are preceded by square bullets. Example:
- To request another form, select the appropriate menu and proceed as described.
- ☐ Important extra information is identified as a note. Example: **Note:** Enter only one code.

Who To Contact For Help

For questions about payroll/personnel policies and regulations, contact your Committee For Agriculture Payroll/Personnel System (CAPPS) representative.

For questions about the National Finance Center (NFC) processing, contact the Payroll/Personnel Operations Section at 504–255–4630.

For access to RFQS, contact your agency's ADP security officer.

For questions about the system (including help with unusual conditions or obtaining access authority), contact Information Center personnel at 504–255–5230.

For questions about this procedure, contact the Directives and Analysis Branch at **504–255–5322**.

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(reserved)

System Overview

The Remote Forms Queuing System (RFQS) procedure provides instructions for accessing and using RFQS. This procedure also illustrates and describes each form and tickler report available through RFQS. RFQS is an online report generator system of the U.S. Department of Agriculture's (USDA) Payroll/Personnel System.

RFQS is a computerized batch-processing system that uses information in USDA's Payroll/Personnel System database to provide agency personnel offices with electronic control in obtaining forms and tickler reports at remote sites.

Payroll and personnel forms and tickler reports currently available to agencies in RFQS are categorized into three menus as follows:

- Forms Menu
- Control Listings Menu
- Notification Listings Menu

Each of the RFQS menu categories listed above has a selection menu. The selection menu provides a list of all forms (by form number and title) or reports that are available for printing within that category. A timetable showing when RFQS forms and reports are available for printing is given later in this section. The selection menus can be accessed on remote terminals by following the sign-on instructions in this procedure. (See Sign-On.)

The Forms menu lists the SF–50–B, SF–1150, Record of Leave Data, and other payroll and personnel forms available for printing purposes. The Summary Counts options display the number of forms that have been processed and indicate if they are ready for printing.

The Control Listings menu lists the tickler reports available for printing that relate to employee within-grade increases, performance appraisals, and probationary period report forms listed on the Forms menu. These forms include wage system grade employee data. The

Summary Counts option displays exactly how many pages are ready for printing.

The Notification Listings menu lists additional payroll and personnel tickler reports available for printing. The Summary Counts option displays exactly how many pages are ready for printing. Also available from this menu are the Federal Employees Health Benefits (FEHB) and Thrift Savings Plan (TSP) Employee Express status letters. Employee Express is a system that allows current employees to update their payroll data via touch-screen kiosks and touch-tone phones in lieu of submitting payroll documents for processing to their personnel offices. The letters are issued to the employee through the personnel office to confirm enrollment and/or change in enrollment in the FEHB and/or TSP program.

All Summary Counts options in RFQS display important information in requesting printouts of forms or reports and can only be viewed online. Summary Counts options should be selected first to inform the user of the number of forms or reports that have been processed and to indicate whether they are ready for printing.

For additional information on many of the forms and reports in RFQS, see the Payroll/Personnel Output procedure.

Users can complete Form AD–961, Remote Forms Queuing System (RFQS) Election Form, to elect to print forms and/or tickler reports at remote sites through RFQS. A description and illustration of Form AD–961 is given later in this section.

Another category on the RFQS menu is the VPS – Printing Program. VTAM Printer Support System (VPS) is a part of the Time Sharing Option (TSO) software package and is used for printer control. VPS has an interface VPS Monitor and Control Facility (VMCF). For more information on VPS, see Title VI, Chapter 2, Bulletin 89–1, Enhancements to the Interactive System Productivity Facility (ISPF) and VTAM Printer Support System (VPS), dated February 17, 1989.

Users with other types of printers should follow their normal procedures to retrieve and print reports.

Availability Of Forms And Reports

The RFQS Processing Chart (Figure 1) provides a timetable showing when RFQS forms and reports are available for printing. SF–50–B's are available for printing after a pass is processed to update the RFQS file.

Except for Form SF–50–B, Notification of Personnel Actions, forms and tickler reports in RFQS are available for processing after the Bi-Weekly Examination Analysis and Reporting (BEAR) System generates a "system sweep" on the second Sunday following the end of a pay period. BEAR performs an analysis of the Payroll/Personnel database for the purpose of generating tickler actions and producing outputs for subsequent processing through other systems, such as RFQS. BEAR then closes out the prior pay period and sets up the current pay period for payroll/personnel related information.

The first pass of SF-50-B's is processed on the first Sunday following the end of a pay period. This pass prints all SF-50-B's entered thus far unless the personnel office has elected to print all SF-50-B's after the processing of the second pass.

The second pass of SF-50-B's is processed on the second Sunday following the end of a pay period. This pass prints the remaining SF-50-B's in the system.

All other forms and/or reports are processed on the second Sunday following the end of the pay period.

RFQS Election Form

Agency personnel can complete Form AD–961, Remote Forms Queuing System (RFQS) Election Form (**Figure 2**), to update distribution of Standard Form 50–B, Notification Of Personnel Action, Standard Form 1150, Record Of Leave Data, tickler reports, and/or forms through RFQS.

- To request a change by mail, return the AD–961 to: USDA, National Finance Center Financial Services Division Payroll Accounting Section (TMGT) P.O. Box 29310 New Orleans, LA 70189
- To fax a change request, send the AD–961 to the Payroll/Personnel Branch, Payroll Accounting Section, at FAX Number **504–255–5426**.

SUN	MON	TUE	WED	THU	FRI	SAT
						End of Pay Period 1
PASS 1 NFC processes SF–50–B's for Pay Period 1		PAY	PERIOD	2		
PASS 2 NFC processes SF-50-B's and all other RFQS forms and reports for Pay Period 1 after BEAR						End of Pay Period 2
PASS 1 NFC processes SF-50-B's for Pay Period 2		PAY	PERIOD	3		
PASS 2 NFC processes SF-50-B's and all other RFQS forms and reports for Pay Period 2 after BEAR						End of Pay Period 3

Figure 1. RFQS Processing Chart

REMOTE FORMS QUEUING SYSTEM (RFQS) ELECTION FORM

Remote Forms Queuing System (RFQS) provides users with control in obtaining forms and tickler reports electronically. RFQS contains (1) the Forms Menu, (2) the Control Listings Menu, and (3) the Notification Listings Menu. The Forms Menu lists the Notification of Personnel Action (SF-50-B), the Record of Leave Data (SF-1150), and other tickler forms available for printing. The Control Listings Menu and the Notification Listings Menu consist of the tickler reports.

Completion Instructions

A. Identification.

- Department Code. Enter the 2-position department code assigned by OPM.
- Agency Code. Enter the 2-position agency code assigned by NFC.
- Personnel Office Identifier (POI). Enter the 4-position personnel office identifier.
- Effective Date. Enter the effective date of the selection in MM DD YY order. This date should be the first day of the effective pay period.
- Contact Person. Enter the name of the personnel office contact.
- 6. Telephone (Area code and number). Enter the telephone number of the personnel office contact.
- B. Selection Options. Do not complete this section if current selections are valid.
 - 7. Will you print your SF-50-B's? Valid selections are:
 - Yes, if you will use RFQS to print your SF-50-B's after each SF-50-B pass.
 - No, if you will have NFC print and mail your SF-50-B's.
 - S, if you will use RFQS to print your SF-50-B's after the second SF-50-B pass.

- 8. Will you print your SF-1150's? Valid selections are:
 - Yes, if you will use RFQS to print your SF-1150's.
 - No, if you will have NFC print and mail your SF-1150's.
- 9. Will you print your tickler reports? Valid selections are:
 - Yes, if you will use RFQS to print your tickler reports.
 - No, if you will have NFC print and mail your tickler reports.
- 10. Will you print your tickler forms? Valid selections are:
 - Yes, if you will use RFQS to print your tickler forms
 - No, if you will have NFC print and mail your tickler forms.
- C. Personnel Officer Signature Block for SF-50-B and SF-1150. Do not complete this section if current selections are valid.
 - Approving Official. Enter the personnel officer whose name appears in the Approving Official block on the SF-50-B and the SF-1150 if you desire this name to be printed on these forms.
 - 12. **Approving Official Title.** Enter the title of the approving official.

DEPARTMENT CODE							F (0)	
	2 positions)	2. AGENCY CODE (2 po	ositions)			3. PERSONNEL OFFICE IDENTIFIER (POI) (4 positions) 4. EFFECTIVE DATE	E (6 positions)	
CONTACT PERSON (3	5 positions)					6. TELEPHONE (Area code and number) (10 positions)		
SELECTION OPTIO	ONS. (Do not complete	this section if current selecti	ons are v	alid.)				
. Will you print y	our SF–50–B's	>	YES	NO	S	9. Will you print your tickler reports?	YES	NO
. Will you print y			YES	NO		10. Will you print your tickler forms?	YES	NO
			ND SE	-1150.	(Do r	ot complete this section if current selections are valid.)		
. APPROVING OFFICIA					,	12. APPROVING OFFICIAL TITLE (36 positions)		
Retu	ırn to:							
Retu	USDA, NA	FIONAL FINANC SERVICES DI			≘R	٦		

Figure 2. Remote Forms Queuing System (RFQS) Election Form

System Access

This section provides access security information and gives specific sign-on/sign-off instructions.

Remote Terminal Usage And Security

Access security is designed to prevent unauthorized use of systems and data bases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

To access RFQS, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected through your telecommunications network to the mainframe computer located at NFC. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Sign-On

To sign on, connect to your telecommunications network to display the NFC banner screen (**Figure 3**) on your terminal. Then respond to the prompts as follows:

1 Enter User ID (required, alphanumeric field; max. of 8 positions). Key in your assigned user ID (e.g., NF999). [Tab] to the next prompt.

2 Password (required, alpha field; 6 to 8 positions). Key in your password. Your password is not displayed on the screen. [Tab] to the next prompt.

3 New Password (alpha field; 6 to 8 positions). If your current password expires, key in a new password. You may change your password any time but not more than once a day. [Tab] to the next prompt.

4 Enter Application Name (required, alpha field; max. of 9 positions). Key in RFQS and press [Enter]. The RFQS menu is displayed, except when NFC needs to communicate special system function messages.

In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press [Enter]. The NFC Menu (**Figure 4**) is displayed. Press [Enter] again to display the RFQS menu.

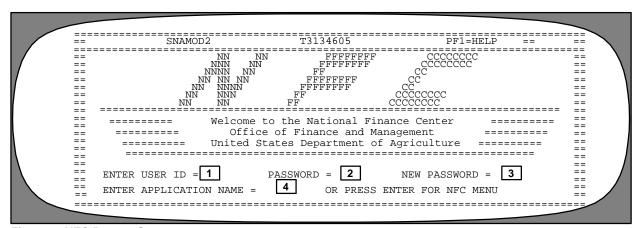


Figure 3. NFC Banner Screen

```
==
   SELECT ONE:
       1. PAYROLL/PERSONNEL SYSTEMS
                                                                               ==
       2. FINANCIAL INFORMATION SYSTEMS
                                                                               ==
       3. PROPERTY MANAGEMENT INFORMATION SYSTEMS
       4. ADMINISTRATIVE INFORMATION SYSTEMS
==
                                                                               ==
      5. DEVELOPMENT SYSTEMS <NFC ONLY>
       6. DATA BASE TEST SYSTEMS <NFC ONLY>
       7. MISSION ASSIGNMENT TRACKING SYSTEM <GAO ONLY>
==
                                                                               ==
       8. DIRECTIVES BULLETIN BOARD
   ENTER APPLICATION NAME OR SELECTION NUMBER ==>
                              MESSAGE BOARD
```

Figure 4. NFC Menu

Note: When signing on, before you display the RFQS menu, select Option 8, Directives Bulletin Board, on the NFC Menu to view additional messages related to payroll/personnel systems. (See Title VI, Systems Access Manual, Bulletin 94–1, Directives Bulletin Board, dated January 24, 1994.)

Instructions for using the RFQS system begin on page 9.

Sign-Off

To exit RFQS, display the RFQS menu as follows:

At a submenu, [Tab] to the Return To Previous Menu option and press [Enter]. Repeat if necessary to return to the RFQS menu. Then exit from the RFQS menu.

At the Selection Criteria screen, [Tab] to the Command line and key in **R**. Press [Enter] to display the RFQS menu. Then exit from the RFQS menu.

At the VMCF Primary Option Menu, press [PF3] to display the RFQS menu. Then exit from the RFQS menu.

At the RFQS menu, [Tab] to the Return To TSO Environment option and press [Enter].

The Job Status screen (**Figure 5**) is displayed, listing the status of your jobs. **Note:** RFQS assigns a job number for

each job requested. The job number is displayed only on the Job Status screen.

At the Ready prompt, key in *bye* and press [Enter] to display the NFC Menu.

To disconnect from the mainframe, press [PF11] or a compatible function key. The NFC banner screen is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a relatively short time.

Note: To avoid unnecessary charges, disconnect from your telecommunications network immediately after a session is terminated..

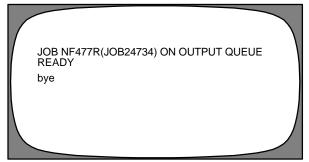


Figure 5. Job Status Screen

Operating Features

This section describes the system's operating features and provides instructions for using the system.

System Edits

RFQS performs edit and/or validity checks on entered data, as applicable. If the data does not pass system edits, an error message is displayed at the bottom of the screen or under the Command line on the Selection Criteria screen. A list of error messages is provided in the Appendix to this procedure.

Help Screens

Help screens are available for the Selection Criteria screens in RFQS. The Help screens display a narrative description for each field.

Function Keys

Your keyboard includes:

- Program function keys ([PA], [PF], [F], etc.), used to execute functions and display specific screens in the system
- Other function keys ([Enter], [Clear], etc.)

For instructions on your equipment usage, see the manufacturer's operating guide or consult your agency ADP staff.

The special functions of these keys in RFQS are displayed at the bottom of each screen. Descriptions are provided below:

Key Functions



Used to display the NFC Menu or, in the VPS – Printing Program option, used to display the previous screen and exit to the RFQS menu.



Used to return to Screen 1 of the Notification Listings menu.



Used to display Screen 2 of the Notification Listings menu.



Used to enter data into the system after you have keyed it in at a screen.



Used to move the cursor from field to field.

Instructions follow for using the RFQS menu and system options.

RFQS Menu

After you access RFQS, the RFQS menu (**Figure 6**) is displayed. The menu provides four submenus for viewing data and selecting a form or report for output.

Below is a brief description of each submenu.

- **1. Forms Menu.** Used to display payroll and personnel forms available for printing purposes. Below is a list of options available on the Forms submenu:
- (SF-50-B) Notification Of Personnel Action
- (SI-650) Personnel Notification Document
- (AD-658) Notification Of WGI Due
- (AD-435) Performance Appraisal
- (AD-507) Expiration Of Prob/Trial Period (HUD-25013)
- (AD-773) Expiration Of Suprv/Prob Period (HUD-25013A)
- (CD-416) Certification For WGI
- (CD-35) Probationary/Trial Period
- (SF-1150) Record Of Leave Data
- Summary Counts Of SF-50-B And SI-650
- Summary Counts Of SF-1150 Forms
- Summary Counts Of All Other Forms
- · Return To Previous Menu
- **2. Control Listings Menu.** Used to display tickler reports available for printing that relate to the forms listed on the Forms menu. Below is a list of options available on the Control Listings submenu.
- Classified Employee WGI List
- Performance Appraisal
- Probationary Trial Period
- Supervisory/Managerial Form AD-773
- Supervisory/Managerial Form CD–352
- Summary Counts Of All Control Listings

- Return to Previous Menu
- **3. Notification Listings Menu.** Used to display various tickler reports available for printing. Below is a list of options available on the Notification Listings submenu.
- Expiration Of Limited Appointments
- Employees In Non-Pay Status With Expired NTE Dates
- Taper/Status Quo Employees Eligible For Career
- Employees Approaching Expiration Of Grade Retention
- Retirements
- Vacancy Review Notice
- Notification Of Position To Be Inactivated
- Interim Performance Evaluation
- Conversion To Career Tenure Four Week Notification
- SES Recertification Notification
- Position NTE Date Approaching Expiration
- Projected Duties Follow Up
- Employees Approaching Expiration Of Detail Assignment
- Employees Approaching Expiration Of Temporary Promotion
- Federal Wage System WGI Eight Week Notification
- Temporary Employees FEHB Coverage Eligibility
- Performance Evaluation Eligibility
- Notification Of Longevity Percent Changes
- Notification Of Adjustment To Longevity Date
- 90-Day Notification For Recertification Of Retention Allowance
- Summary Counts Of All Notification Listings
- Return To Previous Menu

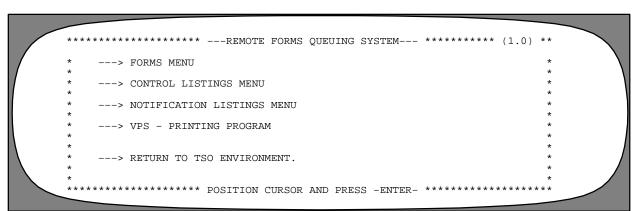


Figure 6. RFQS Menu

4. VPS – **Printing Program.** Allows users with 3270 printers to monitor and control the printing of RFQS forms and reports through the VTAM Printer Support System (VPS) Monitor and Control Facility (VMCF).

For an illustration and brief description of each form and report, see **Exhibits** in this procedure.

It is important to first select and view the Summary

Counts options before requesting specific forms to print. The summary counts inform the user of the number of forms that have been processed and indicate if they are ready for printing.

• To select a submenu, [Tab] to the desired submenu and press [Enter]. The desired submenu (**Figure 7**) is displayed listing the forms available for that submenu.

```
---> (SF-50-B)
               NOTIFICATION OF PERSONNEL ACTION
    (SI-650)
               PERSONNEL NOTIFICATION DOCUMENT
---> (AD-658)
               NOTIFICATION OF WGI DUE
    (AD-435)
               PERFORMANCE APPRAISAL
     (AD-507)
               EXPIRATION OF PROB/TRIAL PERIOD (HUD-25013)
    (AD-773)
               EXPIRATION OF SUPRV/PROB PERIOD (HUD-25013A)
               CERTIFICATION FOR WGI
     (CD-416)
     (CD-35)
               PROBATIONARY/TRIAL PERIOD
---> (SF-1150) RECORD OF LEAVE DATA
---> SUMMARY COUNTS OF SF-50-B AND SI-650
---> SUMMARY COUNTS OF SF-1150 FORMS
---> SUMMARY COUNTS OF ALL OTHER FORMS
---> RETURN TO PREVIOUS MENU.
        ****** POSITION CURSOR AND PRESS -ENTER- ***
```

Figure 7. Submenu (example is for the Forms Submenu)

Summary Counts

The Summary Counts options are available on the RFQS submenus. These options are used to display important information in requesting printouts of forms and reports for a specific pay period and can only be viewed online. Summary Counts options should always be selected first to inform the user of the number of forms or reports that have been processed and to indicate whether they are ready for printing. The information is displayed immediately after entry of the Selection Criteria Screen For Summary Counts.

For purposes of this procedure, instructions relate to the first Summary Counts option on the Forms menu, Summary Counts Of SF–50–B And SI–650, with exceptions noted where applicable.

• To select this option, at the Forms menu, [Tab] to the Summary Counts Of SF-50-B And SI-650 option and press [Enter]. The pay period selection screen (**Figure 8**) is displayed. Data is processed for a pay period after it closes and is usually completed processing in the following pay period.

• To select another option, [Tab] to the option desired and press [Enter]. The appropriate option name appears on each screen.

Below is a brief description of each option on the pay period selection screen:

Current Pay Period. Refers to the most recently processed pay period.

Previous Pay Period. Refers to the pay period prior to the current pay period.

Other Pay Period. Used to select a pay period prior to the previous pay period.

Return To Previous Menu. Used to return to the previous menu.

To select an option from the pay period selection screen, [Tab] to the applicable option and press [Enter].

If the Other Pay Period option is selected, the pay period status screen (**Figure 9**) is displayed showing the current pay period for processing. No entry is required; press [Enter] to continue.

Figure 8. Pay Period Selection Screen (example is for Summary Counts Of SF-50-B And SI-650)

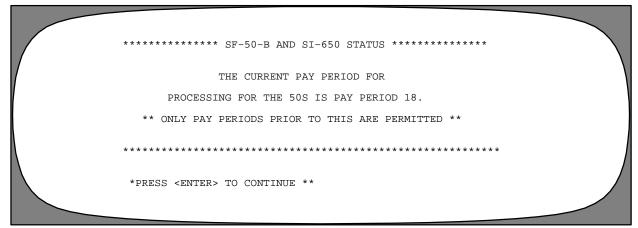


Figure 9. Pay Period Status Screen (example is for SF-50-B's and SI-650's)

The pay period entry screen (**Figure 10**) is displayed. Up to 24 pay periods prior to the previous pay period can be selected. Key in the applicable pay period and press [Enter].

The Selection Criteria For Summary Counts screen (**Figure 11**) is displayed for the user to key in requirements for an online view of the Summary Counts.

Complete the fields as follows:

- **1** Command (optional, alpha field; 1 position). Key in H for the Help screen or R to return to the menu. [Tab] to the next field.
- **2 Department Code** (required, alpha field; 2 positions). Key in the department code.
- **3 Agency Code** (required, alpha field; 2 alphanumeric positions). Key in the agency code.
- **4 Submitting Office Number** (required, numeric field; 4 positions). Key in the personnel office identifier.

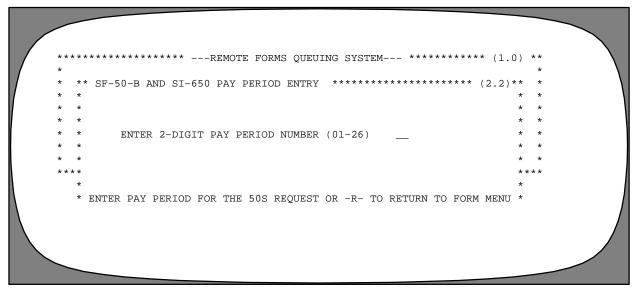


Figure 10. Pay Period Entry Screen (example is for SF-50-B's and SI-650's)

	SELECTION CRITERIA FOR SUMMARY COUNTS COMMAND ===> 1
	TYPE "H" FOR HELP OR "R" TO RETURN TO MENU
	Department Code
	Department Code
3	Agency Code
4	Submitting Office Number
	FILL IN SELECTION CRITERIA AND PRESS -ENTER- TO DISPLAY COUNTS

Figure 11. Selection Criteria For Summary Counts Screen (example is for Summary Counts of SF–50–B and SI–650)

Note: For the Summary Counts of All Other Forms option only, the Selection Criteria For Summary Counts screen (**Figure 12**) displays three additional fields to allow the user to select forms down to the fourth organizational structure level..

Complete the fields as follows:

1 Org Structure Level 2 (optional, numeric field; 2 positions). Key in the 2nd level organizational structure code.

2 Org Structure Level 3 (optional, numeric field; 2 positions). Key in the 3rd level organizational structure code.

3 Org Structure Level 4 (optional, numeric field; 4 positions). Key in the 4th level organizational structure code.

After completing the applicable fields, press [Enter]. The summary counts status screen (**Figure 13**) for a specific pay period is displayed. The screen displays the pay period in the top right hand corner.

SELECTION CRITERIA FOR SUMMARY COUNTS	
COMMAND ===>	
TYPE "H" FOR HELP OR "R" TO RETURN TO MENU	\
Department Code	
Agency Code	
Submitting Office Number	
1 Org Structure Level 2	
Org Structure Level 3	
3 Org Structure Level 4	//
	/ /
FILL IN SELECTION CRITERIA AND PRESS -ENTER- TO DISPLAY COUNTS	

Figure 12. Selection Criteria For Summary Counts Screen (example is for All Other Forms option)

```
SUMMARY OF SF-50-B'S AND SI-650'S AVAILABLE TO RFQS FOR PAY PER 23
     DEPT
                U.S. DEPARTMENT OF AGRICULTURE
     AGCY
           90
                OFFICE OF FINANCE AND MANAGEMENT
           5317 NEW ORLEANS, LA.
     FORMS
                                                           NO. FORMS
     (SF50B)
              NOTIFICATION OF PERSONNEL ACTION 1ST PASS
     (SF50B)
              NOTIFICATION OF PERSONNEL ACTION 2ND PASS
                                                                   38
     (SI650)
              PERSONNEL NOTIFICATION DOCUMENT 1ST PASS
                                                                    0
     (SI650)
              PERSONNEL NOTIFICATION DOCUMENT 2ND PASS
                                                                    0
   *** PRESS -ENTER- TO CONTINUE ***
```

Figure 13. Summary Counts Status Screen (example is for Summary Counts of SF-50-B and SI-650)

If *O* is displayed in the No. Forms column on the summary counts status screen, data is not available for the selected pay period.

If the message *Not Ready* is displayed in the No. Forms column, the system has not finished processing the data. When a number is displayed, it indicates the number of forms available for printing.

If RFQS does not provide any forms and/or reports for your personnel office identifier, a message screen (**Figure 14**) is displayed.

- To return to the Forms menu, press [Enter] at the summary counts status screen or the message screen.
- To request another summary count, return to the Selection Criteria For Summary Counts screen. The criteria from your last request is still displayed on the screen. [Tab] to the fields to be changed and enter the appropriate data. After all changes are made, press [Enter].
- To request another report, select the appropriate menu and proceed as described.

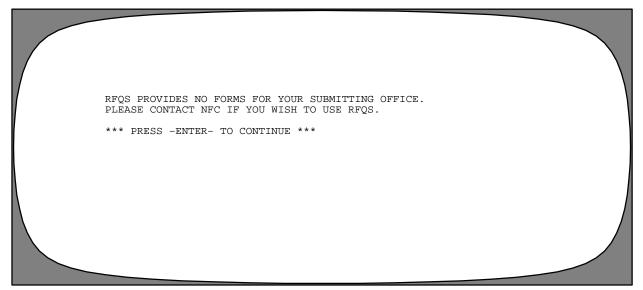


Figure 14. RFQS Message Screen

Forms And Reports Selection

Each option at the RFQS menu provides a submenu that lists all forms or reports in that option.

Each submenu has a pay period selection screen that provides the current pay period, previous pay period, and other pay period to be used for selecting output.

For purposes of this procedure, instructions in this section relate to the SF–50–B's. The SF–50–B option only has a pass selection screen showing First Pass, Second Pass, and Both Passes options. Use the instructions below for these forms. At the Forms menu, the cursor is automatically positioned to request the SF–50–B.

• To select this option, press [Enter]. The pay period selection screen (**Figure 15**) is displayed. Data is processed for a pay period after it closes and is usually completed processing in the following pay period.

• To select another option, [Tab] to the option desired and press [Enter]. The appropriate option name is displayed on each screen.

Below is a brief description of each option listed on the pay period selection screen:

Current Pay Period. Refers to the most recently processed pay period.

Previous Pay Period. Refers to the pay period prior to the current pay period.

Other Pay Period. Used to select a pay period prior to the previous pay period.

Return To Previous Menu. Used to return to the Forms menu.

• To select an option from the pay period selection screen, [Tab] to the applicable option and press [Enter]. If the Other Pay Period option is selected, the pay period status screen (**Figure 16**) is displayed showing the current pay period processing. No entry is required; press [Enter] to continue.

Figure 15. Pay Period Selection Screen (example is for (SF-50-B) Notification Of Personnel Action)

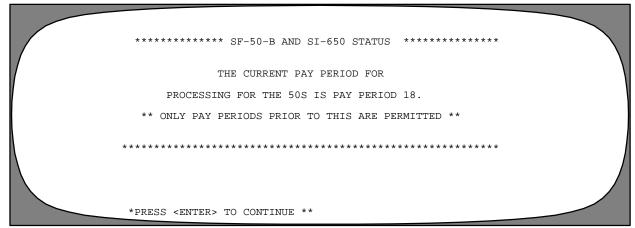


Figure 16. Pay Period Status Screen (example is for SF-50-B's and SI-650's)

The pay period entry screen (**Figure 17**) is displayed. Up to 24 pay periods prior to the previous pay periods can be selected. Key in the applicable pay period and press [Enter]. The Selection Criteria screen is displayed except when the SF–50–B is selected. The pass selection screen (**Figure 18**) is displayed only after selecting the SF–50–B.

A pass is a system processing cycle which updates the SF-50-B files. Below is a description of each pass.

First Pass. Usually runs on the First Sunday following the end of a pay period. This pass prints all SF-50-B's

entered thus far unless the personnel office has elected to print all SF–50–B's after the processing of the second pass.

Second Pass. Usually runs on the second Sunday following the end of a pay period. This pass prints the remaining SF-50-B's processed in the system.

Both Passes. Used to request SF–50–B's for both passes described above.

• To select an option from the pass selection screen, [Tab] to the applicable option and press [Enter].

Figure 17. Pay Period Entry Screen (example is for SF-50-B's and SI-650's)

Figure 18. Pass Selection Screen

The Selection Criteria screen (**Figure 19**) is displayed. All or a combination of the fields listed below may be displayed depending on the particular form or report selected.

Complete the fields as follows:

Command (optional, alpha field; 1 position). Key in **H** for the Help screen or **R** to return to the RFQS menu. [Tab] to the next field.

User's Name To Be On JCL (*required*, *alphanumeric field*; *max. of 15 positions*). Key in the user's name or other information to identify the report destination.

Remote Destination (required, alphanumeric field; max. of 16 positions). Key in the printer identifier where the form is to be printed.

Last Character Of Job Name (optional, alphanumeric field; 1 position). Key in any letter (A–Z) or number (0–9) to identify this report from others being specified. This character becomes the last character of the job name. If no entry is made, the system defaults to Q.

It is recommended that a unique 6th digit job name character be entered whenever the possibility exists that more than one report will be requested. If a character is not entered and the system defaults to Q, when two reports are requested, both jobs would have the same job name. Since duplicate jobs cannot execute at the same time, one job would have to be completed before the system could start executing the other job. If the reports were given different job names, they could be executing simultaneously.

System Output Class (optional, alpha field; 1 position). Key in A to generate a hard copy at the designated printer or X to hold output for viewing at the terminal. For instructions on viewing a report before printing, see

the Interactive System Productivity Facility (ISPF) procedure, Title VI, Chapter 2. If no entry is made, the system defaults to \boldsymbol{A} .

Number Of Copies (optional, numeric field; 1 position). Key in the number of reports needed (1-5). If no entry is made, the system defaults to 1.

Department Code (required, alpha field; 2 positions). Key in the department code.

Agency Code (required, alphanumeric field; 2 positions). Key in the agency code.

Submitting Office Number (required, numeric field; 4 positions). Key in the personnel office identifier.

Org Structure Level 2 (optional, numeric field; 2 positions). Key in the 2nd level of the organizational structure code.

Org Structure Level 3 (optional, numeric field; 2 positions). Key in the 3rd level of the organizational structure.

Org Structure Level 4 (optional, numeric field; 4 positions). Key in the 4th level of the organizational structure.

SSN (*optional*, *numeric field; 9 positions*). Key in up to three employee social security numbers. To print all SF–1150's for the requested pay period, leave the SSN fields blank.

After completing the applicable fields, press [Enter] to submit the job for output. The RFQS menu is displayed.

• To request another form, select the appropriate menu and proceed as described.

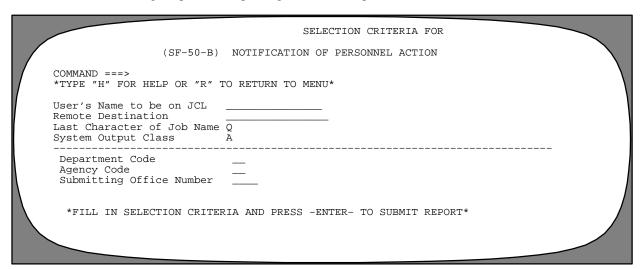


Figure 19. Selection Criteria Screen (example is for (SF-50-B) Notification Of Personnel Action)

VPS – Printing Program

This option allows users with 3270 printers to monitor and control the printing of RFQS reports through the VTAM Printer Support System (VPS) Monitor and Control Facility (VMCF).

• To select this option, at the RFQS menu, [Tab] to the VPS – Printing Program option and press [Enter]. The VMCF Primary Option Menu (**Figure 20**) is displayed with the cursor at the option line.

Complete the entry fields as follows:

1 Option (required, alphanumeric field; 26 positions). Key in *I* to enter the VPS print command. Press [PF3] or key in *End* or *X* and press [Enter] to terminate VMCF.

2 Printer (required, alphanumeric field; max. of 8 positions). Key in your printer ID and press [Enter].

The VPS Printer Command Menu (Figure 21) is displayed with the cursor at the option line. Complete the fields as follows:

1 Option (required, alphanumeric field; max. of 26 positions). Key in 3 to start the printer. Press [PF3] or key in **End** or **X** and press [Enter] to terminate VMCF.

2 Printer (required, alphanumeric field; max. of 8 positions). The printer ID from the previous screen is displayed. No entry is required. Press [Enter].

The message *Command Issued* is displayed in the upper right corner of the screen.

• To view the status of the printer, press [PF3] to return to the VMCF Primary Option Menu. Key in 2 to Display VPS Printer List option. Press [Enter].

```
---- VMCF PRIMARY OPTION MENU --
              \Box
OPTION ===>
                                                             USERID
                                                                      - NFC03
   PRINTER ===> 2
                                                             TERMINAL - MULTTES
                                                             VPS NAME - VPS61
                                                             PROFILE - NFC03
           Enter
                   VPS printer command
          Display VPS printer list
          Display VPS printer summary
           VMCF Tutorial
          Terminate VMCF
Enter END command to terminate VMCF.
```

Figure 20. VMCF Primary Option Menu

```
--- VPS PRINTER COMMAND MENU ---
                                                               --COMMAND ISSUED
OPTION ===> 1
                                                            USERID
                                                                     - NFC03
   PRINTER ===>
                                                            TERMINAL - MULTTES
                                                            VPS NAME - VPS61
                                                            PROFILE - NFC03
          START
                         (Remove drain status)
    3
          STOP
                         (Set
                               drain status)
                         (Blank-Normal, I-Immediate, F-Force)
           TYPE ===>
          CANCEL
                         (Cancel dataset | job currently printing)
          TYPE ===>
                         (D-Dataset, J-Job, Default is dataset)
                         (Repeat dataset currently printing)
    6
          REPEAT
          RESTART
                         (Restart
                                  dataset currently printing)
          REPOSITION
                         (Reposition dataset currently printing)
          SELECT
                         (Alter printer selection criteria)
```

Figure 21. VPS Printer Command Menu

The VPS Printer Selection Menu (**Figure 22**) is displayed. Enter your printer number (*max. of 8 positions*). Press [Enter].

The VPS Printer Selection List screen (**Figure 23**) is displayed. This screen list the printer specified by the user, the number of jobs currently waiting to print, and the status of the printer.

If the command was not issued, the message *Printer Not Found* is displayed in the upper right corner of the VPS

Printer Command Menu. This message indicates that the printer has not been activated. For further assistance, call the Network Control Center at **504–255–5037**.

• To exit VPS, press [PF3] until the RFQS menu is displayed.

Users with other types of printers should follow their normal procedures to retrieve and print reports.

```
---- VPS PRINTER SELECTION MENU ---
COMMAND ===>
ENTER PRINTER LIST SELECTION CRITERIA:
                                         (Specify full or partial printer name) (Specify full or partial group name)
                                        (Specify full or partial group name) (Limit search to specific VPS STC name)
   VPS NAME ===>
  PRINTER STATUS:
                                         (Specify printer status; null defaults to any status)
       ABENDED
                            (Scheduler subtask abended)
                            (Stopped)
(Printing but will stop when complete)
(Stopped due to error condition)
(Waiting for form mount)
(Waiting for work)
       BUSY
DRAINED
       DRAINING
       EDRAINED
       FORMWAIT
       IDLE
       INTVREQD
                              Intervention required)
                            (Missing response detected)
(Printer is powered off)
(Currently printing)
(Queueing work)
(Waiting for connection)
       MISSRESP
       POWEROFF
       OUEUEING
       WCONNECT
```

Figure 22. VPS Printer Selection Menu

Figure 23. VPS Printer Selection List Screen

Report Status

ISPF - Viewing Program

The Interactive System Productivity Facility (ISPF) enables the users to view a report at their terminal prior to printing. For detailed information on accessing ISPF, see Interactive System Productivity Facility procedure, Title VI, Chapter 2, Section 2.

Viewing The Print Status Of Reports

After exiting RFQS (see **Sign-Off**) in this procedure, key in *st* or *status* at the Ready prompt. A message is displayed indicating the status of the job. If the user is not logged—on to RFQS at the time the job execution is completed, the message is displayed the next time the user logs—on or exits RFQS.

Message	Description
Executing Job NF999Q(JOB12345)	Displayed when the job is being executed.
Job NF999Q(JOB12345) Waiting Execution	Displayed when the job is waiting to be executed.
Job NF999Q(JOB12345) On Output Queue	Displayed when the job is waiting to be retrieved at a terminal or waiting to be printed at an online or remote printer.
No Jobs Found Ready	Displayed when the job has executed and is no longer in the queue.

Title I Chapter 20 Section 2

Exhibits

Title I Chapter 20 Section 2 Payroll/Personnel Manual Reports RFQS

Title I Chapter 20 Section 2 Exhibit 1

Notification Of Personnel Action

Report Number: SF-50-B

data exactly as processed and as contained in the data base for the employee.

Brief Description: Provides documentation of official personnel actions processed. It reflects the

Report Availability: After the processing of the first and/or second pass of the SF-50-B's.

FPM Chapte	of Personnel Ma er 296	inagement	,	NOTIFICA ⁻	TION OF P	ERSON	INEL AC	TION			
	ast, First, Mide	dle)				2. Social Se	curity Number		3. Date of Birth	4. Effective I	Date
FIRST 5-A. Code	ACTION 5-B. Nature					SECON 6-A. Code	D ACTIO 6-B, Nature o		I	<u> </u>	
5-C. Code	5-D. Legal A	Authority				6-C. Code	6-D. Legal Au	thority			
5-E. Code	5-F. Legal A	luthority			,	6-E. Code	6-F. Legal Au	thority		,	
7. FROM	: Position Ti	itle and Nun	nber			15. TO: P	osition Title a	and Numb	per		
8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code 1	8. Grade/Level	19. Step/Rate 20.	. Salary/Award	21. Pay Basis
14. Name	and Location of	of Position's O	rganization			22. Name a	nd Location of	Position's C	Organization		
34. Positio	TION DAT on Occupied 1 - Competitive 2 - Excepted Si Station Code	Service 3	- SES General - SES Career Re	served	A Category E - Exempt N - Nonexempt Station (City - Co.	36. Approp	- Full-time - Part-Time riation Code	G - FT Seas Q - PT Seas ation)	sonal H-FTOn sonal R-PTOn		weekly Pay Period
38. Duty S				42.	43.		44.				
40. Agend	y Data	41.									
		41.									
40. Agend											
40. Agence 45. Remai						50. Signa	ture/Authentica	tion and Tit	de of Approving Of	fficial	

Title I Chapter 20 Section 2 Exhibit 2

Payroll/Personnel Manual Reports RFQS

Personnel Notification Document

Report Number: SI-650

Institution. It reflects the data exactly as processed and as contained in the data base for the employee.

Brief Description: Provides documentation of official personnel actions processed for Smithsonian

SI-650 SI Trust Fund Rev. 9/87				. 1	NOTIF	PERSO	N DOC	UMEN	т				
1 Name (Lest	Fest, Medd	pie)					2. Social	Security M	umber	3 Det	of Berth	4. E	Hective Date
							↓						
FIRST ACT								ND ACT					
S-A. Cade	S-B. Natur	re of Action					6-A. Cos	6-8 Na	ture of Action				
7 FROM: Posi	tuan Title an	nd Mumber					15. TO: F	cention Title	e and Number		<u> </u>	. <u>.</u>	•
A Pro Plan	9 Occ. Code	10.600 0 1000 1	1) Soup or Asso	12 Total Salar		13. Per team	18. Pay Pan	17 One Co	18 Gade - Lon	19. 300	20 Tet# :	latery ' Av	ward 21 Pay Same
12A. Good Pay	112	10 Locator Pay	1195 44	Base Per	120.0	<u> </u>	20A. Base /	٠,	136. Locality Pay		C. Aq. Book P.		120. Other Pay
	- 1					-		-	Uniony PBY	'*		7	140. (100. 10)
										·			*
23 Veterana S							124 *	of Appoint		T 30 C-	zeneho	26. 5	
		30% Cemp.					_		nonii o 9 - Tongorary		1 U.S 8 Other	20. 3	5 6 1
27 Life inquira	nce				-		1	Insurance		1	I S - Other	29. P	ay Aste Determinant
1	· Eligible 2	- Ineligible						- Eligibio	2 - Ineligible				
30. Retirement	· CS 3	3 · TIAA S	- TIAA/FIC	A	. Service C	emp. Data			P - Part-tone	i - Ime	mittent	33. P	Part-Time Hours Per Breastly Pay Po
34. NTE Date					FLSA Car		130.6		nucture Cade				largaining Unit Status
				1	E . (sempt Nanezempt	Ju. (Jugar		rectore Copp			37.	sargerang over scane
38 Duty State	en Code			39	Duty Stat	on (City-Ce	unty-State	Oversees	Lecetion			<u> </u>	
40. Supervisor	y Code	41.		42.		.43.		4. 4	occurring Fund	Number			
45. Remarks		<u> </u>		<u> </u>		<u> </u>							
48. Employing	Organization	1					50. Signe	ure / Autho	intication and T	Rie of Ap	proving Offi	Capi	
48. Employing 47. Agency Co		n 48. Personnel	Office I.D	49 Approvi	ol Derre		50. Signe	ure / Autho	intication and T	Rie of Ap	proving Offi	Capi	

Title I Chapter 20 Section 2 Exhibit 3

Within-Grade Increase Record

Report Number: AD-658

period required for within-grade salary increase.

Brief Description: Provides 16 weeks advance notice that the employee will complete the waiting

			ARTMENT OF AGR			
PART I.	4411	I HIN-U	GRADE INCREAS	E RECUI	NU .	
1. NAME (Last, first, middle)	2	. SOCIA	AL SECURITY NO.	3. AGEN	CY 4. PAY PLAN	14. WGI WAITING PERIOD BEGA
5. OCCUP. 6. GRADE/STEP SER.	7. PAY RATE DETER-	8. SA	LARY		STATION CODE	15. INT. DAYS IN PAY STATUS NO. DAYS AS OF (DATE)
10. OFFICIAL TITLE OF PO	1		II. PERS. POSITI	ON	12. STANDARD JOB NO.	16. EFF. DATE FOR WGI
13. ORGANIZATION STRUCT	TURE CODE		1.01		JOS NO.	17. WGI GRANTED
						YES NO
this WGI determination.	npetence." Please make . This record will be im	sure the	hat you keep a re t should the empl	cord of a	ny discussions y est reconsiderati	ployee's performance is at an ou hold with the employee on on if the within-grade increase
	LEVEL OF COMPETEN					
PART II - To be comp effective da	pleted, when applicable ite.	, by th	ne employee's im:	nediate su	spervisor not eas	rlier than 2 weeks prior to the
□ ployee in terms of	LE LEVEL OF COMP of the essential work acceptable level of co	factor	s of the position	n occupie	ed, and I certify	ork of the above-named em- y that I find the employee's
SIGNATURE AND TITLE OF	SUPERVISOR					DATE
						DATE
						DATE
PART III - To be comple	eted, when applicable, b	y the e	mployee's immedia	ate superv	isor and the Rev	
NOT AN ACCEP	TABLE LEVEL OF Cabove-named employed	OMP E	TENCE. (Conta	ct Person	nnel Office.) I p	
NOT AN ACCEP the work of the c certify that it is under 5 U.S.C. 53	TABLE LEVEL OF C above-named employed not of an acceptable 335.	OMP E	TENCE. (Conta	ct Person	nnel Office.) I p	iewing Official
NOT AN ACCEP the work of the c certify that it is under 5 U.S.C. 53	TABLE LEVEL OF C above-named employed not of an acceptable 335.	OMP E	TENCE. (Conta	ct Person	nnel Office.) I p	ewing Official. personally have considered ne position occupied, and I for a within-grade increase
NOT AN ACCEPTHE work of the certify that it is under 5 U.S.C. 53	TABLE LEVEL OF C above-named employed not of an acceptable 335. SUPERVISOR	COMPE e in te level	TENCE. (Conta erms of the esse of competence	ct Person ential wo to establ	nnel Office.) I rk factors of the factors of the sign	ewing Official. personally have considered ne position occupied, and I for a within-grade increase
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NOT AN ACCEP the work of the c certify that it is under 5 U.S.C. 53 SIGNATURE AND TITLE OF I have discussed cur with the deter SIGNATURE AND TITLE OF PART IV -To be complet The employee's quirement. The if fected on the orig The initial finding	TABLE LEVEL OF Cabove-named employer not of an acceptable 335. SUPERVISOR fully the work of this mination made. REVIEWING OFFICIAL ted by an appropriate Agree of the superformance during the nitial decision to with similar due date. Ings are sustained. The has been notified.	COMP E in te level se emplo	TENCE. (Contains of the essent of competence of competence of competence over with the substitution of the contains of the con	ct Person ential wo to estable expervisor	whose signatu	personally have considered ne position occupied, and I for a within-grade increase DATE DATE PATE Peration. Delevel of competence recovery increase should be ef-
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Title I Chapter 20 Section 2 Exhibit 4

Payroll/Personnel Manual Reports RFQS

Performance Appraisal

Report Number: AD-435

mance. It is produced 10 weeks prior to the completion of the employee's rating period.

Brief Description: Provides documentation of the supervisor's evaluation of the employee's perfor-

United States Department of Agricultur Performance Appraisal		1 Social Security			ion Number	3 Pay Plan	4 Occup. Series
5 Name (Last, First, Middle Initial)		6 G	rade/Step or P	ay Level	7 Apprai	sal Period	
					From		To To
8 Official Position Title		9 0	ganization Str	ucture Co	de		• • • • • • • • • • • • • • • • • • • •
10 Duty Station		11.4	gency Use			12 OFM/NFC	Uno
·		""	ganey and			12 OF MUNITO	086
Instructions Blocks 1 through 10, completed by OFM/NFC, should be reviewed and, if necessary, corrected. Block 13. Enter brief description of performance eleme Block 14A. Check performance elements identified as Block 14B, 14C, 14D. Rate actual performance by entertical elements and 1 for non-critical elements in approximation.	critical.	Blo Blo	ck 14H. E. ck 15A. Cl able (15B).	nter tota heck off	Enter total of e I from 14E, 14F the correct sur Self-explanato	, and 14G. nmary rating de	scribed in decision
			1	4A	14B	14	C 14D
13 Performance Elements			Cr	itical	Exceeds	Me	ets Does I
r enormance Liements				ment ✓)	Fully Successf	ul Succe	fly Meet F essful Succes
1)				1			
2)					ļ		
•			-				
3)			<u> </u>				
4)							
• ·							ļ
5)					 		
6)			1				
7)							
8)							
9)					 		
10)							
					14E Exceeds	14F Meets	14G Does
15B Decision Table (check off Summary Rating in bio	ock 15A)					,	Not Meet
Rating of Outstanding if 14E equals 14H. Rating of Unacceptable if any critical element is	rated in 14D.						
Rating of Superior if no element is rated in 14D;	14F is greater				14H Enter total	F 440 441	14H
than zero; and 14E is greater than 14F. Rating of Marginal if 14G is greater than 14E, and	no critical					F + 14G = 14H	
element is rated in 14D. Rating of Fully Successful if none of the above a					15A Summa	iry Hating (See	Decision Table in
					0.	itstanding	
 16 Employee – Standards of Conduct and Ethical Responsibilities (Check off a) I have a copy of the Governmentwide standards of ethical conduct a 		_	_		1 —	perior	
agency supplemental regulations governing conduct. b) I attended the required annual ethics training.	,	☐ Yes			I —	ily Successful	
		☐ Yes			· —	rainai	
17 Employee's Signature Date		If employee did i	ot sign, state r	eason.		acceptable	
					- •		
(Instructions for resolutions of disputes are on the reverse of employee copy.) 18 Supervisor's Signature Date		19 Reviewer's	Signature		<u> </u>		In.
Date		19 Deviewer's	orginatul (9				Date
200 Appending Officially Cinnahus (saling)							
20 Approving Official's Signature (optional)							Date

Title I Chapter 20 Section 2 Exhibit 5

Probationary Or Trial Period Report (AD-507)

Report Number: AD-507

trial period. It is produced at the end of the seventh month of the probationary/trial period.

Brief Description: Provides notification of employee approaching expiration of probationary or

	U. S. DEPART	TMENT OF AGRICULTS OR TRIAL PERIOR			1. TYPE OF PERIO SERVING:	OO EMPL	OTEE IS	
	THIS FORM IS DUE B	BACK TO THE PER	RSONNEL OFFICE		-	Г		
2. NAME	NOT EATER THAN.	1	3. SOCIAL SECURITY N	UMBER 4	PROBATION PAY PLAN, OCCU			RADE
5. OFFICIAL TIT	E OF POSITION			6. PERIO	OD OF SERVICE COV	VERED B	Y REPOR	<u>T</u>
7. AGENCY	8. ORGANIZATIONAL ST	RUCTURE CODE	9. OFFICIAL E		i			
10. TENURE GRO	JP	11. TYPE APPOINT	FMENT					
FOR COMPLET	ON BY SUPERVISOR. P	LEASE SEE REVER	SE OF THIS FORM BE	EFORE CO	MPLETING THE F	OLLOW	ING ITEA	4.S.
12. INDICATE BY UNSATISFACT 1. PERFORMA Interest in ' Leadership		THE EMPLOYEE'S PE. RISTICS LISTED BELO Productivity Quality of Wo		- II. C	PUTSTANDING, MARC ONDUCT ttendance unctuality	GINAL, O	R	
Initiative Dependabili		Self-Developm			eneral Deportment	-		
A S B I	HAT THE EMPLOYEE'S PE INE): ATISFACTORY UNSATISFACTORY MMEND THAT THE EMPLO		۸	RETAINE	T THE EMPLOYEE I O IN PRESENT POSI TED FROM PRESENT SE INDICATE ANY O	ITION	ON	HIS
A S B I	ATISFACTORY		۸	RETAINE	D IN PRESENT POSI	ITION	ON	HIS
A S B I	ATISFACTORY INSATISFACTORY MMEND THAT THE EMPLO WHICH YOU BELIEVE THI		A	RETAINE	D IN PRESENT POSI TED FROM PRESENT SE INDICATE ANY C	ITION	ON	HIS

Title I Chapter 20 Section 2 Exhibit 6

Payroll/Personnel Manual Reports RFQS

Supervisory Or Managerial Probationary Period Report

Report Number: AD-773

mance while serving a probationary period as a permanent first time supervisor or manager.

Brief Description: Provides documentation of the supervisor's evaluation of the employee's perfor-

	SUPE	UNITED STATES DEPARTMENT OF AGRICULT RVISORY OR MANAGERIAL PROBATIONARY		REPOR	т	THIS I	IMP FORM IS NEL OF	ORTAI DUE E FICE N	NT CACK TO THE O LATER THAN				
1 SOCIA	L SEC. NO.	2 NAME (Last, First, Middle)		3 PROB	TIONARY PE	RIOD SERV	ED AS (Check (One)				
4 PAY	15.0000	6 GRADE 7 SERVICE PERIOD COVERED THIS RPT. 8	0.551011	Su POSITIO	pervisor	Mano	iger		Supervisor/ Manager				
4 PAT	is occi.	S GRADE / SERVICE PERIOD COVERED THIS RPT. 8	OFFICIAL	_ POSITIO	NIIILE								
9 AGEN	CY CODE	10 ORGANIZATIONAL STRUCTURE CODE		11 OFFI	CIAL DUTY ST	ATION							
		SEE REVERSE OF FORM BEFORE	COMPL	ETING FO	I LOWING IT	ENS							
12.	FOR COMP	PLETION BY SUPERVISOR. IN THE APPROPRIATE RINCE IS SATISFACTORY OR UNSATISFACTORY.					HETHE	RTHE	EMPLOYEE'S				
		PROBATIONARY PERIOD			PROBATION								
SATIS- FAC- TORY	UNSAT- ISFAC- TORY	RESPONSIBILITIES	SATIS- FAC- TORY	UNSAT- ISFAC- TORY	, Kesarion		ONSIBII	LITIES					
		l Assigns, directs, and evaluates subordinates work			1 Determine:	and sets	progran	ms' god	ls				
		2 Organizes and utilizes staff resources effectively			2 Formulates agency pol	, determin	es, and	d/or inf	luences				
		3 Accomplishes work objectives			3 Effectively	determine	s and o	allocate	s resource				
		4 Identifies and meets development needs of subordinates			4 Organizes	and direct	s work						
		5 Recognizes and performs employee counseling				hes organizational affirmative action							
		6 Maintains effective organizational climate			6 Evaluates	program el	fective	ness					
		7 Adheres to agency and USDA rules and regulations											
		8 Accomplishes affirmative action objectives											
13 I CE		Y THAT THE EMPLOYEE HAS COMPLETED THE REQUIRED 80 HOURS OF SUPERVISORY/MANAGERIAL TRAINING.											
14 A	Yes	No	14 B										
		MEND THAT THE EMPLOYEE BE RETAINED IN ISORY OR MANAGERIAL POSITION.			MEND THAT								
		·											
16 SUP!	:RVISOR'S	SIGNATURE	19 BEVI	EWING OF	EIGIAL 'S SIGN	ATURE							
16 SUPE	ĒRVISÓR'S	SIGNATURE	19 ŘĚVI	EWING OF	FICIAL'S SIGN	ATURE							

Title I Chapter 20 Section 2

Exhibit 7

Certification For Within-Grade Increase

Report Number: CD-416

the waiting period required for a within-grade salary increase.

Brief Description: Provides advance notice that a Department of Commerce employee will complete

Report Availability: After the second Sunday following the end of the pay period.

(Pav. 3-60) DAO 888-63 1	V	ATION FOR 1				NCREASE	S DEPARTMENT O
1. Employee Name			•		2.	Date Ending Waitin	ng Penad
LETITIA NELLON					L	August 21,	1993
3. Title		Senes	Grade	Step	4.	Organization	-
SECY OA		0318	04	02			
S. Submitting Office No.	6. Organization	Code					IONAL OFFICE THE REGIONAL
3204	1-0000-00-0	0-00-00		1	DIRECTOR		
3844					4	DIKECIOK	
7. Current Performance Rati	ng of Record	8. Effective Date			1	DIRECTOR	
7. Current Performance Rati SATISFACTORY 9. Certification The employee's work	i is of an acceptable le	09-30-	of Rating 92 warrant a	n increase i		lary to the next step	
7. Current Performance Rati SATISFACTORY 9. Certification	t is of an acceptable le	09-30-	of Rating 92 warrant a	n increase i		lary to the next step n salary to the next	
7. Current Performance Rati SATISFACTORY 9. Certification The employee's work The employee's work	t is of an acceptable let t is not of an acceptable	09-30- rel of competence to a level of competence Title	of Rating 92 warrant a	n increase i		lary to the next step n salary to the next	step of the grade.
7. Current Performance Rati SATISFACTORY 9. Certification The employee's work The employee's work The employee's work Signature of Certifying Official	is of an acceptable let is not of an acceptable let is not of an acceptable if	09-30- rel of competence to a level of competence Title	of Rating 92 warrant a	n increase i		lary to the next exept in select to the next.	step of the grade.
Current Performance Rail SATISFACTORY Certification The employee's work The employee's work Generature of Certifying Official ingressure of Approving Official	is of an acceptable let is not of an acceptable let is not of an acceptable if	09-30- rel of competence to a level of competence Title	of Rating 92 warrant a	n increase i		lary to the next exept in select to the next.	step of the grade.

- The employee whose name appears in item 1 will complete the waiting period for a within-grade increase (WGI) on the date shown in item 2. For the employee to receive the WGI, you must certify that his or her work is of an acceptable level of competence (ALOC). ALOC means that the employee's performance is at the "Fully Successful" level or higher, based on a current rating of record.
- You must complete a rating of record on Form CD-396 if your ALOC determination is inconsistent with the employee's current rating of record.
- Contact your Servicing Personnel Office for guidance on how to proceed if: (a) you are considering
 denying the WGI, (b) the employee has no rating of record for the most recently completed
 performance appraisal cycle, or (c) the employee has been reduced in grade because of
 unacceptable performance.
- 4. The WGI determination should be communicated to the employee as soon as possible after completion of the waiting period or other period on which it is based.

White - Employee Ondormance Folder Pink - Employee's Copy Yellow - Suspense Copy

Title I Chapter 20 Section 2 Exhibit 8

Payroll/Personnel Manual Reports RFQS

Probationary Or Trial Period Report (CD-35)

Report Number: CD-35

Department of Commerce employee approaching expiration of probationary or trial period.

Brief Description: Provides notification of a

FORM CD-35 #E v 2 85/		U	S DEPARTMENT OF COMMERCE
	PROBATIONARY OR	TRIAL PERIOD REPORT	
то		FROM	
· · · · · · · · · · · · · · · · · · ·	Supervisor	<u> </u>	Personnel Office
	Instr	uctions	
is an extension o the capacity and	med below is serving a probationary or f the examination process for Federal fitness to be retained in the Federal ser	employment, during which the employees. Between the ninth and tenth m	oyee must demonstrate onths of the period, the
character have be	th employee must determine whether the een satisfactory or unsatisfactory during tined beyond the expiration of the probat	his or her service to date, and rec	
1 Employee's Name		2 Probationary Period Starts.	
		Ends Jun	e 13, 1993
KATHLEEN BOURGE	eois		e 11. 1993
3 Title, Series, Grade		4. Organization	
CIVIL ENGINEER		DENVER REGIONAL OFFICE	
GS-0810-12		OFFICE OF THE REGIONAL	DIRECTOR
	Supervisor's B	eport (Check one)	
□ I have four	nd the performance, conduct, and	• • • • • • • • • • • • • • • • • • • •	employee samed
	e satisfactory.	general traits of character of the	employee named
☐ I have four	nd the performance, conduct, and g	general traits of character of the	employee named
- above nor t	to be satisfactory.	-	
	Supervisor's Recorn	mendation (Check one)	
□ L tecomme	nd that the employee named above		n of the probation.
ary or trial		on telemed beyond the expiration	in or the probation
□ 1 recomme	and that the employee named abo	eve not be retained beyond the	expiration of the
	ry or trial period.		
(NOTE: If	you recommend the employee	not be retained, notify the	personnel office
	<u> </u>		Dete
immediately	•] [
	•		
immediately			Dete
immediately	Signature	Tritle	Date
immediately Seprestre of the Superviso Approvals as required by appli-			Dete
immediately Signatife of the Superviso Approvals as re-			Dete
immediately Signetize of the Superviso Approvals as required by applicable delegations			Dete
immediately Signetize of the Superviso Approvals as required by applicable delegations			Dete
immediately Sepretize of the Superviso Approvals as required by applicable delegations			Dete
immediately Sepretize of the Superviso Approvals as required by applicable delegations		Trile	Date Agency Code
immediately Sepretize of the Superviso Approvals as required by applicable delegations of authority	Signature Organizational Code	Trile	

Title I Chapter 20 Section 2 Exhibit 9

Record Of Leave Data

Report Number: SF-1150

department or to certify the leave balances when an employee separates from Government service.

Brief Description: Provides documentation to transfer employee leave balances to another

1. Name (Last, First, Midd	e)					Social Security Number 3. (For agency use						se)	e)		
Date and Nature of Se	paration					5. A. Subject to 5 U.S.C. 6304(B) (45 day lear					1)		I No		
								as of That Date							
6. Total Service for Leave (as of Date of Separation)	More that			v)	Years	Months							Days		
	RY OF ANI						Ī	SII			OME L		54,6		
7. Carryover Bal- MC		YEAR	TAND S		HOURS		18	Basic Service Peri		TOFF	OWEL	MO.	Law	1 2515	
ance From Prior Leave Year Ending	, DAT	TEAR	Annu		Sick	Restored	"	Months of Continu Service Abroad:	ous	Date St	arted ompleted	MU.	DAY	YEAR	
8. Current Leave Year Accrual Through	Pay Period End	ding					19.	Current 12 Months	Accrual			MO.	DAY	YEAR	
(if 90 day restriction ap explain in remarks) 9. Total								Began on Hours Absent With	out Pay	Since					
 Reduction in Credits, I Total Leave Taken, Co 			-	+			20	That Date ————————————————————————————————————				MO.	DAY	YEAR	
Date of Separation		Jugii					ا ا	Carrein Dalaine (C	. accrua	, as UI		MO.	DAT	TEAH	
12. Balance								Number of Days -							
Total Hours Paid in Lu (includes I Salary Rate(s) Per Hor	ours for holida	ays)					21	Twelve Months Ac Number of Days	crual Dat	e as of D	ate of Se	paration			
15.			MO.	DAY	YEAR	HOURS	22. Dates Leave Used Prior 24 Months	Dates Leave	r—	FROM			ТО		
Lump Sum Leave Dates tour, explain in Remarks)	(if part-time	From	From						MO.	DAY	YEAR	MO.	DAY	YEAR	
a. Restored		From							Ì						
b. Annual Leave Above Ce	iling	From													
c. Annual Leave Within Ce	ling	From			1										
	ABSENCI	WITH	OUT PAY	<u>'</u>			1								
16. During Leave Year in V	Which Separate	ed				Hours	23	During Current Calendar Year		FROM	1.,5.5		то		
17. A. Date of Last Equiva	eni increase		MO.	DAY	YEAR			A. Regular— Active Duty	MO.	DAY	YEAR	MO.	DAY	YEAR	
B.Total AWOP Hours Since Last Equivalent Increase (except du military service and while in receipt of OWCP payments)					during	Hours		or Training B. Special— Civil Disturbance							
24. Remarks (include shor	e leave inform	ation, if	applicab	e):		I		Distuibance	L	1	1		l	1	
25. Certified Correct By: (\$	ionaturol					DE Title As		, Address, Telephor	o Numbe				27. Date		

Title I Chapter 20 Section 2 Exhibit 10

Payroll/Personnel Manual Reports RFQS

Classified Employee Control Listing Of Within-Grade Increase Forms For F/T And P/T Employees

Report Number: AEC036T7

Brief Description: Provides a list of employees for whom Form AD–658, Within-Grade Increase Record, is being distributed. Four different reports

are generated depending on the personnel office identifier entered on the selection criteria screen for the classified employee WGI List option.

PREPARED XX/XX/XX AECO	36T7					OL LISTING OF	OYEES - AS OF X			PAGE	
FW 06 U.S. OFFICE OF SPEC			INCHE	- ASE FUHMS		FF 4860				· · · · · · · · · · · · · · · · · · ·	
EMPLOYEE NAME				- NF			,				
ORG.		OFFICIA	PAY	OF POSITIO	ич	COMMENCIN	DUTY STATION (G	PAY	NON-PAY	INTERMIT	TENT
STRUCT LEVELS SOC SEC NO -2— THRU —8-	PAY PLAN GRA	OCC DE SERIES	RATE DETP	INDMIDUAL POS. NO.	MASTER REC NO	DATE TOWA	ARD DS CODES	PERIOD WOI DUE	STATUS	D A Y WORKED	S ELAPSEI
DOE JANE P		SOL SC	NITET				PE1701015 15				
000-45-6789 0653052145846589	GS 11			006T3685	6T3685	XXXXXXX	24 0100 033	xx	20.00	000	0000
5MTH, STEPHEN T 000-22-3333 0650523587458548	GS 12	PLANT F 2 0438	HYSIO	001P8560	6P856	xxxxxxx	BELTSVILLE, MC	××	20.00	000	0000
						70470470	24 0,00 000		20.00		
									_		
						-					
											• • • • • • • • • • • • • • • • • • • •

Title I Chapter 20 Section 2 Exhibit 11

Classified Employee Within-Grade Increase Sixteen Week Listing For F/T And P/T Employees

Report Number: AEC036S1

Brief Description: Provides a list of within-grade increases (WGI) for classified employees in pay plans GS, GG, LG, FO, FP, AL, CA, and TR whose latest performance appraisal rating is fully successful or greater: the WGI is generated by the

Payroll/Personnel System for each of these employees. It is produced 16 weeks prior to the due date of the employee's WGI. This report is not applicable to the Office of Special Counsel (OSC).

	17/2000 AEC036\$1 C		MPLOYEE R F/T A		MPLOYEES	- AS OF 05	706/20	000					
->->-> A	WITHIN GRADE INCREASE RATING IS FULL											<-<-<-	
						** SENS	ITIVE	PERSONN	EL D	ATA - US	SE IS RES	TRICTED	**
	RTMENTAL ADMINISTRATIO		POI 52		WASHINGT								
	YEE NAME ORG.		PAY			COMMENCING		STATION	- 1	#GI		INTER	
	STRUCT. LEVELS PAY -2 THRU8- PLAN GR				REC NO	DATE TOWARD WGI	D S	CODES			STATUS HOURS	D A WORKED	
DOE, JOHN XXX-XX-XXX	940100200000000 GS 07	TRAVEL C	OORDINA O OO		RE0089	08/30/98		NGTON, 010 001	DC	18	74.00	000	0000
DOE, JOHN	986000040000000 GS 04	MAIL CLK 4 0305	0 01	1HQ	Z00191	08/30/98		INGTON, 010 001	DC	18	16.75	000	0000
DOE, JOHN	986000040000000 GS 03	MAIL CLK	0 00	5H0	Z97040	08/15/99		INGTON,	DC	18	94.50	000	0000
DOE, JOHN		LEG TECH	NCN				WASHI	NGTON,	DC				
DOE. JOHN	9201000000000000 GS 08	FACILITI	0 00 ES UITL		A00344 SPEC	08/30/98		INGTON,	DC	18	57.75	000	0000
	9850000100000000 GS 12				Z00813	08/31/97				18		000	0000
DOE, JOHN XXX-XX-XXX	9850000100000000 GS 12	FACILITI 3 0301	O OO		SPEC Z00813	08/29/99		NGTON, 010 001	DC	18		000	0000
	EMPLOYING OFFICE TOTAL	6											
	A CONTRACTOR OF THE CONTRACTOR												
- makes of the											-		

Payroll/Personnel Manual Reports RFQS

Classified Employee WGI Status Sixteen Week Listing For F/T And P/T Employees

Report Number: AEC036S2

Brief Description: Provides a list of employees in pay plans GS, GG, LG, FO, FP, AL, CA, and TR whose latest performance appraisal is less than satisfactory. A within-grade increase (WGI) will not be

processed for these employees. The report is produced 16 weeks prior to the due date of the employee's WGI. This report is not applicable to the Office of Special Counsel (OSC).

PREPARED 05/17/20	OO AEC036S2	CLASSI	FIED EMPLOYEE	WGI STATL	S SIXTEE	N WEEK	LISTING			PAG	iE 1
		FO	R F/T AND P/T	EMPLOYEES	- AS OF	05/06/	2000				
>-> A WITHIN GRADE ->->-> TO G	INCREASE ACTION WI RANT AN EMPLOYEE A	LL /NOT/ B WITHIN GR	E PROCESSED F ADE INCREASE	OR THESE E	MPLOYEES MUST CH	- DUE	TO LESS TI	HAN SATISFA	CTORY PER	FORMANCE	
					** S	ENSITIV	E PERSONN	EL DATA - U	SE IS RES	TRICTED *	*
AG 11 11 FOREST SE	RVICE				POI	5121	SANDY, O	₹			
EMPLOYEE N OR			TITLE OF POS		COMMENCI		Y STATION	LOCATION PROJECTED	NON-DAY	TNTCOMI	TTENT
STRUC	T. LEVELS PAY	OCC	RATE INDIVIDU	AL MASTER	DATE TOW	ARD		PAY PERIOD	STATUS	DAY	S
SOC SEC NO -2	THRU8- PLAN GRA	DE SERIES	DETR POS. NO	REC NO	WGI	D S	CODES	WGI DUE	HOURS	WORKED E	LAPSED
DOE, JOHN XXX-XX-XXX 51070	00317000000 GS 09	SOC SRVC 2 0186	0 5107314	1708	08/29/	99 41	ACADA, OR 0650 005	18		000	0000
	YING OFFICE TOTAL	1						***************************************			~
***************************************				***************************************							

Title I Chapter 20 Section 2 Exhibit 13

Classified Employee Within-Grade Increase Four Week Notification For F/T And P/T Employees

Report Number: AEC036U4

Brief Description: Provides a list of employees whose latest performance appraisal ratings are fully successful or greater. It is produced four weeks prior to the generation of WGI's for those

employees listed on the report. It updates the 16-week notification previously issued. This report is not applicable to the Office of Special Counsel (OSC).

PREPARED 05/17/2000 AEC036U4 C	LASSIFIED EMPLOYEE WITHIN GRADE IN FOR F/T AND P/T EMPLOYEES	CREASE FOUR WEEK NOTIFIC - AS OF 05/06/2000	CATION PAG	iE 1
->->-> A WITHIN GRADE INCREASE ->->-> RATING IS FULL	ACTION WILL BE PROCESSED FOR EACH Y SUCCESSFUL OR GREATER, UNLESS AC	LISTED EMPLOYEE WHOSE	ATEST PERFORMANCE <-<-<-	
RATING 13 FOLL	SUCCESSFUL OR GREATER, UNLESS AC		EL DATA - USE IS RESTRICTED *	
			SEE SKILL SEE SEE SEE SEE SEE SEE SEE SEE SEE S	
AG FA FA FARM SERVICE AGENCY		POI 4825 BOISE,	D	
EMPLOYEE NAMÉ ORG.		DUTY STATION COMMENCING	WGI NON-PAY INTERMI	TTENT
STRUCT. LEVELS PAY SOC SEC NO -2 THRU8- PLAN GRA	OCC RATE INDIVIDUAL MASTER ADE SERIES DETR POS. NO REC NO		PROCESSING STATUS DAY PAY PERIOD HOURS WORKED EL	
DOE, JOHN XXX-XX-XXX 0546001001000000 GS 05	PROGRAM TECHNICIAN 1 1101 O ID037017 110115	ARCO, ID		
EMPLOYING OFFICE TOTAL		06/06/99 16 0060 023	12 000	0000
	•			
7735 - 7476 - 14 M				

Payroll/Personnel Manual Reports RFQS

Control Listing Of Performance Evaluation Forms Prepared For F/T And P/T Employees

Report Number: AEC036T8 uted for each employee listed. It is prepared five pay

periods prior to the evaluation due date.

Brief Description: Provides notification that Form AD–435, Performance Appraisal, has been distrib-

	/17/2000 AEC036TB	EUDMS D	CONTR	OL LISTING	OF PERFOR	MANCE EVALUA	TION	2000	PAGE 2
		TORMS	NET AND	D 10K 171	AND 171 L				
						** SENSITI	IVE PERSONN	EL DATA'- USE IS RES	TRICTED **
AG DA DA DEP	ARTMENTAL ADMINISTRATION					POI 5260	WASHINGTO	ON, DC	
EMPL	OYEE NAME	OFFICIA	AL TITL	E OF POSIT	ION	DUTY	STATION L	OCATION	
	ORG		PAY						
SOC SEC NO	STRUCT LEVELS PAY -2 THRU8- PLAN GRA			INDIVIDUAL POS NO	REC NO	D	S CODES	**FORMS DUE PAY PER	
DOE, JOHN		MATIO	CCCUDI	TY CLERK					
XXX-XX-XXX	9860000400000000 GS 05	1 0303	O O	OO4HQ	Z96055	WASF 11	INGTON, DC		
DOE JOUN		LECAL T	FECUNITO	TAN			INGTON, DC		
XXX XX XXX	920100000000000 GS 08	5 0986	0	001H0	A00881		1 0010 001		
DOE, JOHN		EQ EMPL				WASH	INGTON, DC		
XXX-XX-XXX	930100000000000 GS 14				RE0011	11	0010 001		
	EMPLOYING OFFICE TOTAL	17							
			-						
		~~~							
		**************************************							
		VP NA							

Title I Chapter 20 Section 2 Exhibit 15

## **Notification Of Expiration Of Probationary Or Trial Period**

Report Number: AEC036T2

period. It is prepared four months prior to expiration of probationary or trial period.

**Brief Description:** Provides a list of employees approaching expiration of probationary or trial

PREPARED 05/28/2000 AE	CO36T2 NOTIFICATION OF EXP PROBATIONARY OR TRIAL PER	IRATION OF IOD - AS OF 05/20/2000	PAGE 1
		** SENSITIVE PERSONNEL DATA - U	SE IS RESTRICTED **
DJ IN IN IMMIGRATION AN	D NATURALIZATION SERVICE	POI 1645 DALLAS, TX	
EMPLOYEE NAME	S.S. NUMBER DUTY STATI	ORG. STRUCTUR ON LOCATION 2 3 4 5	ECODES 678 REMARK
DOE, JOHN	XXX-XX-XXX LOS FRESNOS, TX	48-4110-061 30 30 0175 17	00 00 00
DOE, JOHN	XXX-XX-XXX FALFURRIAS, TX	48-2290-047 30 30 0175 11	00 00 00
DOE, JOHN	XXX-XX-XXX DALLAS, TX	48-1730-113 30 30 0110 03	00 00 00
ting sales and the sales and t			
			PUP 1
			w.t
	- Control of the Cont		A4
	into any of the second		

## Payroll/Personnel Manual Reports RFQS

## Control List For Supervisory/Managerial Probationary Period Report Forms

Report Number: AEC036T3

**Brief Description:** Provides notification that Department of Commerce Form CD–352, Certification of Satisfactory Completion of Probationary

Period (Supervisory/Managerial), has been distributed for the employee approaching expiration of supervisory/managerial probationary period.

PREPARED 05/17/2000 AEC036T3	CONTROL LIST FOR SUPERVISORY/MANAGERIAL PA PROBATIONARY PERIOD REPORT FORMS - AS OF 05/06/2000	IGE 1
	** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED	**
AG FA FARM SERVICE AGENCY	POI 4868 MORGANTOWN, WV	
EMPLOYEE NAME	ORG. STRUCTURE CODES S.S. NUMBER DUTY STATION LOCATION 23 45678 RE	MARK
DOE, JOHN	XXX-XXX ELKINS, WV 54-0810-083 05 14 0009 00 00 00	
	EMPLOYING OFFICE TOTALS 1	
Mile Wall		
·		

Title I Chapter 20 Section 2 Exhibit 17

## Control List For Supervisory/Managerial Probationary Forms

Report Number: AECO8301

**Brief Description:** Provides notification that Form AD-773, Supervisory or Managerial Probationary Period Report, has been distributed for the

employee approaching expiration of supervisory/managerial probationary period.

PREPARED 08/25/2000 AEC0830	1 CONTROL LIST FO	R SUPE	RVISORY/MANAGERIA	L PROBATION	ARY FORMS - ENDING 08-12-2000	PAGE 1
MPLOYING OFFICE CODE 1812	SILVER SPRING	MD. 201	910	** SENSIT	IVE PERSONNEL DATA - USE IS RESTRI	CTED **
AGENCY CODE CM54 NATION	AL OCEANIC AND ATMO	SPHER				
		SUPV/				PROJECTED
EMPLOYEE NAME	S.S. NUMBER	MCR	DUTY STA		ORGANIZATION STRUCTURE	END DATE
DOE, JOHN	XXX-XX-XXX	2	WASHINGTON	DC	NATIONAL OCEAN SERVICE AERONAUTICAL CHARTING AND CART	11/21/00
					REQUIREMENTS AND TECHNOLOGY ST	
DOE, MARY	XXX-XX-XXX	2	SILVER SPRING	MD	NAT MARINE FISHERIES SERVICE OFC OF ASST ADMIN FOR FISHERIE OFFICE FOR LAW ENFORCEMENT	11/22/00
					OFFICE FOR LAW ENFORCEMENT	
					•	
						**
	•					

## Payroll/Personnel Manual Reports RFQS

# **Employees Approaching Expiration Of Limited Appointment – Temporary**

Report Number: AEC037T1

generated three pay periods prior to the expiration date.

**Brief Description:** Provides a list of employees approaching expiration of limited appointment. It is

						** SENSIT	IVE PERSONNE	L DATA - L	SE IS RESTR	ICTED **
G 03 03 AGRICL	ILTURAL RESEA	RCH SERVICE		POI	4860 E	BELTSVILLE, M	D			
EMPLOY	EE NAME									
	ORG. STRUCTURE	DAV	OCC TYPE	SERVICE	NOT TO EXCEED	A P P O I	NTMENT			
SOC SEC NO			SERIES APPT		DATE			RS HOURS	DAYS DOLLAR	ANCE HOURS DAYS
DOE, JOHN XXX-XX-XXX	01 03 0322	GS 03 01	0326 09	00/00/00	*05/22/00					
STRUCTURE	LEVEL 01 03	0322 TOTAL	1							
	000000									
			****							
W.A. 1000A.										
										-
		96.800.00								
	-									
***************************************										
- SPLIT	T&A REPORT	REQUIRED WHE	N SERVICE YEA	R IS IN TH	E MIDDLE O	F A PAY PERIO	DD - * SF	PECIFIC LI	MITATION BEI	NG APPROACHED

Title I Chapter 20 Section 2 Exhibit 19

## Notification Of Employees In Non-Pay Status With Expired NTE Dates

**Report Number:** AEC037T5 nonpay status with expired Not-To-Exceed (NTE) dates.

Brief Description: Provides a list of employees in Report Availability: After the second Sunday following the end of the pay period.

				** S	ENSITI	/E PERS	SONNEL D	ATA - US	SE IS I	RESTRI	CTED **	
AG HA FA FARM SERVICE AGENCY				POI	4881		INGTON,	•				
	SOCIAL	EMPLOY-	BEGINNING	NTE	ORG							
EMPLOYEE NAME	SECURITY NUMBER	MENT STATUS	DATE OF NON PAY STATE	DATE			UTY	STA	TIO	N L	OCATI	0 N
DOE, JOHN	XXX-XX-XXX	LW0P-30+	05/09/99	03/03/00	07 07	0001	ALEXANDR	IA		VA	51 0040	510
EMPLOYING OFFICE TO	OTAL 1					,						
									p			
											<del> </del>	
	*											
					*****							

#### Payroll/Personnel Manual Reports RFQS

# Taper And Status Quo Employees Approaching Eligibility For Conversion To Career

Report Number: AECO37T6

**Brief Description:** Provides a list by pay period of TAPER (Temporary Appointment Pending Establishment of a Register) and status quo employees approaching eligibility for conversion to career positions. A TAPER employee is employed under an Office of Personnel Management (OPM) authority granted to an agency when there are insufficient eli-

gibles on a register to fill a position. A status quo employee is one who failed to acquire competitive status when his/her position was placed in the competitive service by a statute, Executive Order, or Civil Service Rule which permitted retention without acquiring such status.

OE, JOHN F XXX-XX-XXX 06 12 0000 01 00/00/00 INT 0000 000 000 41 0420 003 GS 1	PAGE 1		FOR	CONVI	ERSION	TO CA	REER - AS OF	05/06	/2000				
SECURITY STRUCTURE TYPE DATE TOWARD TYPE EXCESS INT P/T STATION PAY  STATUS EMPLOYEE NAME NUMBER 2 3 4 APPT CAREER EMP AWOP DAYS DAYS ST CITY CTY PLAN G  ADE QUO  EMPLOYING OFFICE TOTAL 1  EMPLOYING OFFICE TOTAL 1	AG 11 11 FOREST	SERVICE					POI	51	27 COF	VALLI	S, OR		
STATUS EMPLOYEE NAME  NUMBER  2 3 4 APPT CAREER  EMP AWOP DAYS DAYS ST CITY CTY PLAN G  ADE QUO  DELICHN  F  XXX—XX—XXXX  O6 12 0000 01 00/00/00 INT 0000 000 000 41 0420 003 GS 1  EMPLOYING OFFICE TOTAL  1  EMPLOYING OFFICE TOTAL  1			SOCIAL	OF	₹G.		BEGINNING				F/T	DUTY	
EMPLOYER NAME NUMBER 2 3 4 APPT CAREER EMP AWOP DAYS DAYS ST CITY CTY PLAN G ADE QUO  ADE QUO  F XXX-XX-XXX 06 12 0000 01 00/00/00 INT 0000 000 000 41 0420 003 GS 1  EMPLOYING OFFICE TOTAL 1			SECURITY	S11	RUCTURE	TYPE	DATE TOWARD	TYPE	EXCESS	INT	P/T	STATION	PAY
ADE QUO  IDE_JOHN		NAME	NIIMRED	2	3 4	APPT	CARFER	FMP	AWOP	DAYS	DAYS	ST CITY CTY	PI AN G
O7 O EMPLOYING OFFICE TOTAL 1		INAME	NOMBER		<u> </u>	ATT	CARLLR	LMI	A #101	<u> </u>	DATE	31 0111 011	T LAIT G
	OE, JOHN 07 0	F	XXX-XX-XXX	06	12 0000	01	00/00/00	INT	0000	000	000	41 0420 003	GS 1
		PLOYING OFFICE TOTA	L 1										
												····	
<u> </u>													
	-												

Title I Chapter 20 Section 2 Exhibit 21

## **Employees Approaching Expiration Of Grade Retention**

**Report Number:** AEC037T9 tion. It is generated three pay periods prior to the expiration date.

**Brief Description:** Provides notification of employees approaching expiration of grade reten-

PREPARED 05/17/	2000 AEC037T9 EMPLOYEE	S APPROACHING	EXPIRA	ATION O	F GRAI	DE RETE	ENTION A	S OF	- AS	OF 05/06/2	000		PAGE	1
							** SENSI	TIVE F	PERSO	INNEL DATA	- USE	IS RES	STRICTED **	
AG 11 11 FORES	T SERVICE					PO:	I 514	10 G/	AINES	VILLE, GA				
EMPLO	YEE NAME	INDIVIDUAL	*	CH.	PRENT	PAID (	GRADE DA	ΔTΔ	*	GRA	DE RE	TENTION	N DATA	
SOCIAL SECURITY	ORGANIZATIONAL STRUCTURE CODES	POSITION NUMBER	*	occui	PATIO	N GRADE	E SALA	ARY	*	OCCUPA P/P SER	TION	GRADE	EXPIRATION DATE	
DOE, JOHN			*						*					
XXX-XX-XXX O8	03 0007 00 00 00 00	008G3047	* G	S 0462	00	09/08	042640.	00 PA	A *	GS 0462	00	07	10/29/97	
STRUCTURE L	EVEL OB O3 TOTAL	. 1		***************************************							-			
	***************************************													
														_

## Payroll/Personnel Manual Reports RFQS

## **Report Of Retirements**

Report Number: AECO37T4

**Brief Description:** Provides a list of employees for whom a retirement action has been processed either in the pay period of the report or in the

preceding pay period. It also states the type of retirement.

REPARED 05/17/2000 AEC037T4		REPORT OF	RETIREME	NTS - AS OF 05/0	06/2000			PAGE	1
AG O3 O3 AGRICULTURAL RESEARCH	SERVICE			POI 4860	BELTSVILLE	, MD			
								CREDI	TABLE
	ORG.	STRUCTURE CODE	S PAY	DCC GRADE DR	BIRTH DATE	DUTY	TYPE OF	SER	VICE
EMPLOYEE NAME /	2 3	4 5 6 7	8 PLAN	SERIES SALARY	POSITION TITE	STATION	RETIREMENT	YRS	MO DA
RESIDENCE					PUSTITION ITTI	-6			
DOE, JOHN	10 12	1275 49 00 00		1320 13 05/03/00	11/15/37 RES CHEMST	0100 033 24	OPTIONAL	35	05 12
123 MAIN STREET BELTSVILLE MD	20705	RETIREMENT	DATE	05/03/00	RES CHEMS!				-
DOE, JOHN		F000 0F 00 00	00 00	0404 09	07/04/07	0010 011 16	0077044		09 05
555 OCEAN BLVD	50 53	5366 05 00 00 RETIREMENT		04/30/00	AGRL SCI RES		UPITUNAL	18 (	09 05
AMERICAN FALLS ID	83211								
EMPLOYING OFFICE	TOTAL 2								

Title I Chapter 20 Section 2 Exhibit 23

## **Vacancy Review Notice**

Report Number: AECO4604 (PMS 1)

ers of positions vacated within the last two weeks and the staffing options available.

Brief Description: Provides notification to manag-

TRETARED OUT ETT EOO ALOG	04604 (PMS 1) VA	CANCY REVIEW NOT	ICE - AS C	OF 05/20/2000			AGE 1
TR 40 40 BUREAU OF ALCOHOL, T	OBACCO & FIREARMS	SON 4038 WASH	INGTON, DO	2			
	MASTER						
POSITION ORGANIZATIONAL STRUCTURE	RECORD POSITION NUMBER NUMBER	POSITION O	FFICIAL T	TITLE	PAY PLAN	OCCUPATIONAL SERIES	GRADE LEVEL
40 60 20 0000 00 00 00 00	079395 00002317	CRIMINAL INVE	STIGATOR		GS	1811 00	14
* * * * * THIS POSITION WAS	. VACATED 05/07/00 * * * *	•	* * * *			* * * * * *	* * * *
* * * * * IHIS PUSITION WAS	, VACATED 05/07/00 + + + +	•	* YC	OUR STAFFING OPTION	S ARE :		
PLEASE CONTACT YOUR PERSON	NEL SPECIALIST IF YOUR INT	ENTION IS TO :	*	REASSIGNMENT			
FILL AS DESCRIBED	CHANGE TITLE AND	SERIES		OPM CERTIFICATE			
FILL AT LOWER GRADE	INACTIVE POSITIO	N	*	VACANCY ANNOUNCEM	ENT		
FILL AT HIGHER GRADE	ABOLISH POSITION		*	REINSTATEMENT			
			*	SPECIAL PROGRAM			
* * * * * * * * * * * * * * * * * * * *		* * * * * * * *	* *	CORRECT A MISCLAS	SIFICATIO	ON	
SIGNATURE							

#### Payroll/Personnel Manual Reports RFQS

#### **Notification Of Position To Be Inactivated**

Report Number: AECO4604 (PMS 2)

**Brief Description:** Provides notification to managers of positions vacated for nine months that will automatically be inactivated by the system. A

tickler report is issued six months after the date the position is vacated. A final report is issued one month before the position is inactivated.

PREPARED 05/27/2000 AECO	4604 (PMS 2)	NOT	IFICATION OF P	OSITION TO	BE INACTIVATED	,	F	PAGE 1
TR 40 40 BUREAU OF ALCOHOL, T	OBACCO & FIRE	ARMS	SON 4038 W	ASHINGTON,	DC			
	MASTER							
POSITION ORGANIZATIONAL STRUCTURE	RECORD NUMBER	POSITION NUMBER	POSITION	OFFICIAL	TITLE	PAY PLAN	OCCUPATIONAL SERIES	GRADE LEVEL
					11122			
40 30 10 3000 10 00 00 00	097141	00000739	IBIS SPECI	ALIST		GS	0301 00	05
THIS NOTIFICATION PREPARED A	S OF PAY PERI	OD ENDING C	5/20/00.					
* * * * * THIS POSITION WAS	VACATED 09/1	2/99 * * *	* *					
UNLESS ACTION IS TAKEN TO FI	LL , POSITIO	N WILL BE						
INACTIVATED ON 05/09/00.								
		~-~						
			•					
	****							

Title I Chapter 20 Section 2 Exhibit 25 Page 1

#### **Interim Performance Evaluation**

Report Number: Memorandum

**Brief Description:** Provides notification to the supervisor that a Department of Commerce employee should receive an interim performance

evaluation in compliance with the Department's appraisal system.

	MEMORANDUM FOR
	FROM: Personnel Officer
	FRUM. Fersoniner of ricer
	SUBJECT: Summary Performance Rating
	The following employee was assigned to your organization for at
	least 120 days during the current performance appraisal cycle:
	DOE MADY
	NAME: DÖE, MARY PAY PLAN, SERIES, GRADE: GG, 0303, 04
	ORGANIZATION: NATIONAL PROCESSING CENTER 3 11 15 005
	ONGARIZATION. MATISTRE TROUBSTAG CENTER 0 17 10 000
	BEGINNING DATE OF RATING PERIOD: 10/01/99
	ENDING DATE OF RATING PERIOD: 07/29/00
	Under the Department's performance management system, this
	employee is entitled to a summary performance rating for the work performed during the specified period within 30 calendar days of
-	the ending date shown above.
	the ending date shown above.
	Please complete a CD-396, "Performance Management Record", for
	this employee and submit it to my office by 08/28/00.
***	
	If you have any questions about this requirement, contact
	· · · · · · · · · · · · · · · · · · ·
	· · · · · · · · · · · · · · · · · · ·
l	

## Payroll/Personnel Manual Reports RFQS

#### **Interim Performance Evaluation** (cont'd)

Report Number: Memorandum

**Brief Description:** Provides notification to the supervisor that a Department of Commerce employee should receive an interim performance

evaluation in compliance with the Department's appraisal system.

MEMORANDUM FOR ITO BE COMPLETED BY PERSONNEL OFFICE)  FROM: PERSONNEL OFFICER  SUBJECT: SUMMARY PERFORMANCE RATING  THE FOLLOWING EMPLOYEE WAS ASSIGNED TO YOUR ORGANIZATION FOR AT LEAST 120 DAYS DURING THE CURRENT PERFORMANCE APPRAISAL CYCLE:  NAME: JAMES S. JONES PAY PLAN. SERIES, GRADE: GS. 1340, 007  ORGANIZATION: GRAND RAPIDS (WSO) MICHIGAN 54 20 30 9635  BEGINNING DATE OF RATING PERIOD: XX/XX/XX ENDING DATE OF RATING PERIOD: XX/XX/XX UNDER THE DEPARTMENT'S PERFORMANCE MANAGEMENT SYSTEM, THIS EMPLOYEE IS ENTITLED TO A SUMMARY PERFORMANCE RATING FOR THE WORK PERFORMED DURING THE SPECIFIED PERIOD WITHIN 30 CALENDAR DAYS OF THE ENDING DATE SHOWN ABOVE.  PLEASE CONTACT (TO BE COMPLETED BY PERSONNEL OFFICE) TO DETERMINE IF YOU MUST COMPLETE A CD—396, "PERFORMANCE MANAGEMENT RECORD," FOR THIS EMPLOYEE.		SAMPLE OF INTERIM PERFORMANCE EVALUATION REPORT (FOR NOAC 702 OR 721 AND AUTHORITY CODE N7M)
FROM: PERSONNEL OFFICER  SUBJECT: SUMMARY PERFORMANCE RATING  THE FOIL OWING EMPLOYEE WAS ASSIGNED TO YOUR ORGANIZATION FOR AT LEAST 120 DAYS DURING THE CURRENT PERFORMANCE APPRAISAL CYCLE:  NAME: JAMES S. JONES PAY PLAN, SERIES, GRADE: GS. 1340, 007 ORGANIZATION: GRAND RAPIDS (WSO) MICHIGAN 54 20 30 9635  BEGINNING DATE OF RATING PERIOD: XX/XX/XX ENDING DATE OF RATING PERIOD: XX/XX/XX UNDER THE DEPARTMENT'S PERFORMANCE MANAGEMENT SYSTEM, THIS EMPLOYEE IS ENTITLED TO A SUMMARY PERFORMANCE RATING FOR THE WORK PERFORMED DURING THE SPECIFIED PERIOD WITHIN 30 CALENDAR DAYS OF THE ENDING DATE SHOWN ABOVE.  PLEASE CONTACT (TO BE COMPLETED BY PERSONNEL OFFICE) TO DETERMINE IF YOU MUST COMPLETE		
SUBJECT: SUMMARY PERFORMANCE RATING  THE FOLLOWING EMPLOYEE WAS ASSIGNED TO YOUR ORGANIZATION FOR AT LEAST 120 DAYS DURING THE CURRENT PERFORMANCE APPRAISAL CYCLE:  NAME: JAMES S. JONES PAY PLAN. SERIES, GRADE: GS. 1340, 007 ORGANIZATION: GRAND RAPIDS (WSO) MICHIGAN 54 20 30 9635  BEGINNING DATE OF RATING PERIOD: XXXXXXX ENDING DATE OF RATING PERIOD: XXXXXXX ENDING DATE OF RATING PERIOD: XXXXXXX PUNDER THE DEPARTMENT'S PERFORMANCE MANAGEMENT SYSTEM, THIS EMPLOYEE IS ENTITLED TO A SUMMARY PERFORMANCE RATING FOR THE WORK PERFORMED DURING THE SPECIFIED PERIOD WITHIN 30 CALENDAR DAYS OF THE ENDING DATE SHOWN ABOVE.  PLEASE CONTACT (TO BE COMPLETED BY PERSONNEL OFFICE) TO DETERMINE IF YOU MUST COMPLETE		
THE FOIL OWING EMPLOYEE WAS ASSIGNED TO YOUR ORGANIZATION FOR AT LEAST 120 DAYS DURING. THE CURRENT PERFORMANCE APPRAISAL CYCLE:  NAME: JAMES S. JONES PAY PLAN. SERIES. GRADE: GS. 1340, 007 ORGANIZATION: GRAND RAPIDS (WSO) MICHIGAN 54 20 30 9635  BEGINNING DATE OF RATING PERIOD: XXXXXXX ENDING DATE OF RATING PERIOD: XXXXXXX UNDER THE DEPARTMENT'S PERFORMANCE MANAGEMENT SYSTEM, THIS EMPLOYEE IS ENTITLED TO A SUMMARY PERFORMANCE RATING FOR THE WORK PERFORMED DURING THE SPECIFIED PERIOD WITHIN 30 CALENDAR DAYS OF THE ENDING DATE SHOWN ABOVE.  PLEASE CONTACT (TO BE COMPLETED BY PERSONNEL OFFICE) TO DETERMINE IF YOU MUST COMPLETE	FROM:	PERSONNEL OFFICER
THE CURRENT PERFORMANCE APPRAISAL CYCLE:  NAME: JAMES S. JONES PAY PLAN. SERIES. GRADE: GS. 1340, 007 ORGANIZATION: GRAND RAPIDS (WSO) MICHIGAN 54 20 30 9635  BEGINNING DATE OF RATING PERIOD: XX/XX/XX ENDING DATE OF RATING PERIOD: XX/XX/XX UNDER THE DEPARTMENT'S PERFORMANCE MANAGEMENT SYSTEM, THIS EMPLOYEE IS ENTITLED TO A SUMMARY PERFORMANCE RATING FOR THE WORK PERFORMED DURING THE SPECIFIED PERIOD WITHIN 30 CALENDAR DAYS OF THE ENDING DATE SHOWN ABOVE.  PLEASE CONTACT (TO BE COMPLETED BY PERSONNEL OFFICE) TO DETERMINE IF YOU MUST COMPLETE	SUBJECT:	SUMMARY PERFORMANCE RATING
NAME: JAMES S. JONES PAY PLAN. SERIES. GRADE: GS. 1340, 007 ORGANIZATION: GRAND RAPIDS (WSO) MICHIGAN 54 20 30 9635  BEGINNING DATE OF RATING PERIOD: XX/XX/XX ENDING DATE OF RATING PERIOD: XX/XX/XX UNDER THE DEPARTMENT'S PERFORMANCE MANAGEMENT SYSTEM, THIS EMPLOYEE IS ENTITLED TO A SUMMARY PERFORMANCE RATING FOR THE WORK PERFORMED DURING THE SPECIFIED PERIOD WITHIN 30 CALENDAR DAYS OF THE ENDING DATE SHOWN ABOVE.  PLEASE CONTACT (TO BE COMPLETED BY PERSONNEL OFFICE) TO DETERMINE IF YOU MUST COMPLETE	THE FOLLO	WING EMPLOYEE WAS ASSIGNED TO YOUR ORGANIZATION FOR AT LEAST 120 DAYS DURING
PAY PLAN. SERIES. GRADE: GS. 1340, 007 ORGANIZATION: GRAND RAPIDS (WSO) MICHIGAN 54 20 30 9635  BEGINNING DATE OF RATING PERIOD: XX/XX/XX ENDING DATE OF RATING PERIOD: XX/XX/XX  UNDER THE DEPARTMENT'S PERFORMANCE MANAGEMENT SYSTEM, THIS EMPLOYEE IS ENTITLED TO A SUMMARY PERFORMANCE RATING FOR THE WORK PERFORMED DURING THE SPECIFIED PERIOD WITHIN 30 CALENDAR DAYS OF THE ENDING DATE SHOWN ABOVE.  PLEASE CONTACT (TO BE COMPLETED BY PERSONNEL OFFICE) TO DETERMINE IF YOU MUST COMPLETE	THE CURRI	INT PERFORMANCE APPRAISAL CYCLE:
PAY PLAN. SERIES. GRADE: GS. 1340, 007 ORGANIZATION: GRAND RAPIDS (WSO) MICHIGAN 54 20 30 9635  BEGINNING DATE OF RATING PERIOD: XX/XX/XX ENDING DATE OF RATING PERIOD: XX/XX/XX  UNDER THE DEPARTMENT'S PERFORMANCE MANAGEMENT SYSTEM, THIS EMPLOYEE IS ENTITLED TO A SUMMARY PERFORMANCE RATING FOR THE WORK PERFORMED DURING THE SPECIFIED PERIOD WITHIN 30 CALENDAR DAYS OF THE ENDING DATE SHOWN ABOVE.  PLEASE CONTACT (TO BE COMPLETED BY PERSONNEL OFFICE) TO DETERMINE IF YOU MUST COMPLETE	NAM	E JAMES S. JONES
BEGINNING DATE OF RATING PERIOD: XX/XX/XX ENDING DATE OF RATING PERIOD: XX/XX/XX  UNDER THE DEPARTMENT'S PERFORMANCE MANAGEMENT SYSTEM, THIS EMPLOYEE IS ENTITLED TO A SUMMARY PERFORMANCE RATING FOR THE WORK PERFORMED DURING THE SPECIFIED PERIOD WITHIN 30 CALENDAR DAYS OF THE ENDING DATE SHOWN ABOVE.  PLEASE CONTACT (TO BE COMPLETED BY PERSONNEL OFFICE) TO DETERMINE IF YOU MUST COMPLETE	PAY F	LAN, SERIES, GRADE: GS, 1340, 007
ENDING DATE OF RATING PERIOD: XXXXXXX  UNDER THE DEPARTMENT'S PERFORMANCE MANAGEMENT SYSTEM, THIS EMPLOYEE IS ENTITLED TO A SUMMARY PERFORMANCE RATING FOR THE WORK PERFORMED DURING THE SPECIFIED PERIOD WITHIN 30 CALENDAR DAYS OF THE ENDING DATE SHOWN ABOVE.  PLEASE CONTACT (TO BE COMPLETED BY PERSONNEL OFFICE) TO DETERMINE IF YOU MUST COMPLETE	ORG/	INIZATION: GRAND RAPIDS (WSO) MICHIGAN 54 20 30 9635
UNDER THE DEPARTMENT'S PERFORMANCE MANAGEMENT SYSTEM, THIS EMPLOYEE IS ENTITLED TO A SUMMARY PERFORMANCE RATING FOR THE WORK PERFORMED DURING THE SPECIFIED PERIOD WITHIN 30 CALENDAR DAYS OF THE ENDING DATE SHOWN ABOVE.  PLEASE CONTACT (TO BE COMPLETED BY PERSONNEL OFFICE) TO DETERMINE IF YOU MUST COMPLETE	BEGI	INING DATE OF RATING PERIOD: XX/XX/XX
PERFORMANCE RATING FOR THE WORK PERFORMED DURING THE SPECIFIED PERIOD WITHIN 30 CALENDAR DAYS OF THE ENDING DATE SHOWN ABOVE.  PLEASE CONTACT (TO BE COMPLETED BY PERSONNEL OFFICE) TO DETERMINE IF YOU MUST COMPLETE	ENDI	NG DATE OF RATING PERIOD: XXXXXXXX
PERFORMANCE RATING FOR THE WORK PERFORMED DURING THE SPECIFIED PERIOD WITHIN 30 CALENDAR DAYS OF THE ENDING DATE SHOWN ABOVE.  PLEASE CONTACT (TO BE COMPLETED BY PERSONNEL OFFICE) TO DETERMINE IF YOU MUST COMPLETE	UNDER TH	- DEPARTMENT'S PERFORMANCE MANAGEMENT SYSTEM. THIS EMPLOYEE IS ENTITLED TO A SLIMMARY
PLEASE CONTACT (TO BE COMPLETED BY PERSONNEL OFFICE) TO DETERMINE IF YOU MUST COMPLETE	PERFORMA	NCÉ RATING FOR THE WORK PERFORMED DURING THE SPECIFIED PERIOD WITHIN 30 CALENDAR DAYS OF
	THE ENDIN	G DATE SHOWN ABOVE.
		ONTACT (TO BE COMP) ETED BY DEDCONNEL OFFICE) TO DETERMINE IF YOU MUST COMP ETE
	DI EASE C	
		"PERFORMANCE MANAGEMENT RECORD," FOR THIS EMPLOYEE.
		"PERFORMANCE MANAGEMENT RECORD," FOR THIS EMPLOYEE.
		"PERFORMANCE MANAGEMENT RECORD," FOR THIS EMPLOYEE.
		"PERFORMANCE MANAGEMENT RECORD," FOR THIS EMPLOYEE.

Title I Chapter 20 Section 2 Exhibit 26

#### **Conversion To Career Tenure Four Week Notification**

Report Number: AECO37U8

agency that an employee will become eligible for conversion to career tenure.

Brief Description: Provides notification to the

PREPARED 05/17/2000	AECO37U8 CO	ONVERSION T	O CARE	ER TENUR	FOUR WE	EK NOTIF 06/2000	ICAT	ION			PAG	E 1
The state of the s						** 9	ENSI	TIVE PERSONN	EL DATA '- U	SE IS RE	STRICTED *	*
->->-> AN	880/CHG IN TENURE	ACTION WI	LL BE	ROCESSE	FOR EAC	H LISTED	EMPI	LOYEE			<-<-<	-
->->->	UNLESS ACTION	IS TAKEN	TO ALTI	R THE CA	AREER-PER	MANENT - T	ENUR	E-START DATE			<-<-<-	-
AG FA FA FARM SERV	ICE AGENCY					POI	488	1 WASHINGT	ON, DC			
EMPLOYEE N		OFFICIAL		OF POSIT				OUTY STATION				
STRUC	T. LEVELS PAY	occ	PAY RATE IN	NDIVIDUAL	MASTER	CAREER PERM-TEN	I-ST		880 PROCESSING	STATUS	INTERMIT D A Y	
SOC SEC NO -2	THRU8- PLAN GRA	DE SERIES	DETR PO	OS. NO	REC NO	DATE	C	S CODES	PAY PERIOD	HOURS	WORKED EL	APSED
DOE, JOHN XXX_XX_XXXX 01110	00300000000 GS 13	AGRL PRO	G SPECI	ST 0029871	114530	06/08/		WASHINGTON, I	DC 12		000	0000
DOE, JOHN		AGRL PRO			114000	00,00,				71.0A	- 000	
XXX-XX-XXXX 01110	0030000000 GS 13	2 1145		029867	114530	06/08/	97	MASHINGTON, 1	12		000	0000
STRUCTURE LEVEL	01 11 0003	TOT	AL	2								
	POI TOTAL	2										
			~…									
					***************************************							
	-											

#### Payroll/Personnel Manual Reports RFQS

#### **SES Recertification Notification**

Report Number: AECO37V1

employees due to be recertified within 2 weeks of the "projected as of date".

Brief Description: Provides a list of SES

7 KC7 - KCO 007 237 31	3E3 K	ECERTIFIC	ATION NOTIFIATION	PROJECTED AS OF	36, 11, 94 PAGE 1	
AG 05 05 AGRI STABILIZATION & CO	NSERV SER			PERS. OFF. 10. 48	82 KANSAS CITY, MO	
EMPLOYEE NAME ORG. STRUCTURE	PAY	GRADE /STEP	SES POSITION	DATE OF LAST CERTIFICATION	TYPE APPOINTMENT	
SOC SEC NO 2 3 4						
00e. John 000-60-0908 01 08 0020	ES	00/03	11/09/86	07/04/91	01	
Smith, Mary 000-49-1076 01 08 0020	ES	00/01	06/04/89	07/04/91	· 01	
#111iams. Albert #800-40-8905 01 08 0020	ES	00/02	01/27/91	07/04/91	01	
						<del></del>

Title I Chapter 20 Section 2 Exhibit 28

#### **Position NTE Date Approaching Expiration**

Report Number: AECO4604 (PMS 3)

**Brief Description:** Provides notification to management of positions approaching Not-To-Exceed (NTE) date. Tickler reports are issued prior to the

NTE date at three month, two month and one month intervals.

PREPARED 05,	/28/2000 AECO4	604 (PMS 3	) POSITI	ON NTE DATE	APPROACHING EXPIRA	TION		PAGE 1
DJ HC HC HEAD	QUARTERS COMPONEN	ITS (DOJ)		SON 1034 V	WASHINGTON, DC			
POST		MASTER	POSITION			PAY	OCCUPATIONAL	CDADE
	AL STRUCTURE	RECORD NUMBER	NUMBER	POSITION	OFFICIAL TITLE		SERIES	LEVEL
HC 17 19 0100	00 00 00 00	CMOO1A	00103299	TRIAL ATT	′	GS	0905 00	15
THIS NOTIFICA	ATION PREPARED AS	OF PAY PER	IOD ENDING 05	/20/00.				
EMPLO	DYEE NAME : ,							
	***************************************		ARNIN					
	107-02119-01-		************					
	T	0.4.7.5	50B B06		I S 08/01/00 .			
***	THE NIE	DATE	FUR FUS	11101	13 08/01/00 .			
*PLEAS	SE NOTIFY YOUR PE	RSONNEL SPE	CIALIST OF INT	ENT FOR THIS	POSITION:			
EXTE	NSION OF EXPIRATI	ON DATE						
APPO	INTMENT TO ANOTHE	R POSITION						
TERM	INATION							
OTHE	₹							
CAUTION SHOU	LD BE EXERCISED 1	O ASSURE TH	AT NOTIFICATIO	N OF INTENT	IS EXPRESSED SUFFI	CIENTLY IN ADVANCE TO	AVOID OR	
MINIMIZE ANY	BREAK IN SERVICE	. EMPLOYME	NT MAY NOT CON	TINUE AFTER	THE NTE DATE UNLES	S SOME TYPE OF ACTION	IS TAKEN.	
		****						

#### Payroll/Personnel Manual Reports RFQS

## **Projected Duties Follow-Up**

Report Number: AECO4604 (PMS 4)

**Brief Description:** Provides notification that a post audit or review is due on a position with projected duties and responsibilities. The tickler report identifies a particular position and organization and is

issued six months after an employee is assigned to such a position. Follow reports are issued every three months.

PREPARED XXXXXXX	AECO4602 (PMS 4)	)	PROJECTE	D DUTIES FOLLOW-UP	- AS OF XXX	xx/xx	PAGE 1
AG 03 03 AGRICULTURAL RESE	ARCH SERVICE		SON 486	BELTSVILLE, MO			
	MASTER						
POSITION ORGANIZATIONAL STRUCTURE		SITION MBER	POSITION C	OFFICIAL TITLE	PAY PLAN	OCCUPATIONAL SERIES	GRADE LEVEL
03 60 64 6430 04 00 00 00	M1302 008	A1302 S	SUPVRY PLANT	T PHYSIOL	GM	0435 11	14
* * * * THIS POSITION IS DU	E FOR POST AUDI	T OR REVIE	w • • •				
MHEN SATISFIED WITH THE CLA				J-DTY-IND TO - M - U	SING PMSO1.		<del> </del>
WIEV SAID RED WITH THE GO	TOOL TOATTON, TEETO						
		· · · · · · · · · · · · · · · · · · ·					
		7					

Title I Chapter 20 Section 2 Exhibit 30

#### **Employees Approaching Expiration Of Detail Assignment**

Report Number: AECO37U1

exceed dates for detailed assignments. It is generated three pay periods prior to the expiration date.

**Brief Description:** Provides notification of employees who are approaching their not-to-

PREPARED 05/18 PAGE 1	8/2000	AECO37U1		EMPLOYE	ES APPRO	DACHING EXPI	RATION OF D	ETAIL ASSIG	NMENT - AS OF	05/06/2000	
D **							*	* SENSITIVE	PERSONNEL DA	TA - USE IS R	ESTRICT
AG 03 03 AGRIC	CULTURA	L RESEARCH	SERVIC	E		P	ERS. OFF. 1	D. 4860 BI	ELTSVILLE, MD	1	
EMPLO	YEE NAM	E									
	ORG. S	TRUCTURE	PAY		осс	MASTER RCD	POSITION	DETAIL			
SOC SEC NO	2 3	4 5	PLAN	GRADE	SERIES	NUMBER	NUMBER	EXPIRATION	OFFICIAL TI	TLE OF POSITI	ON
DOE, MARY											
XXX-XX-XXXX	00 00	0000 00		00	0000			00/00/00			
STRUCTURE	LEVEL	00 00 000	ю оо то	TAL	1						
STRUCTURE		00 00 000		TAL 1	1						
STRUCTURE					1						
STRUCTURE		00 00 000			1						
STRUCTURE		00 00 000			1						
STRUCTURE		00 00 000			1						
STRUCTURE		00 00 000			1						
STRUCTURE		00 00 000			1						
STRUCTURE		OO OO OOC			1						
STRUCTURE		OO OO OOC			1						

#### Payroll/Personnel Manual Reports RFQS

## **Employees Approaching Expiration Of Temporary Promotion**

Report Number: AECO37U2

exceed date for a temporary promotion. It is generated three pay periods prior to the expiration date.

**Brief Description:** Provides notification of employees approaching expiration of their not-to-

	//2000 AEC037U2	EMPLOT	CES APPRO	ACHING EXPI			DMOTION - AS OF 05/06/2000	PAGE 1
			***************************************				PERSONNEL DATA - USE IS RESTRIC	TED **
	TMENTAL ADMINIST	RATION		Р			ASHINGTON, DC	
	EE NAME ORG. STRUCTURE	PAY	осс			TEMP PROM		
SOC SEC NO	2 3 4 5	PLAN GRADE	SERIES	NUMBER	NUMBER	EXPIRATION	OFFICIAL TITLE OF POSITION	
DOE, JOHN XXX-XX-XXXX	98 30 0003 00	GS 12	2030	Z00602	OO2HQ	06/10/00	DISTR FACIL SPECLST	
	LEVEL 98 30 000	3 OO TOTAL	1					
	EMPLOYING OFFICE							
	EMPLOTING OFFICE	TOTAL 2						
		TO TO THE TOTAL TOTAL TO THE TH						
		/CANN-1		***************************************				

Title I Chapter 20 Section 2 Exhibit 32

#### Federal Wage System WGI Status Eight Week Notification

Report Number: AECO37U3

**Brief Description:** Provides a list of Federal Wage System employees whose within-grade increases (WGI) are not generated due to a performance rating of less than fully successful. The WGI is not gen-

erated unless action is taken to change the performance appraisal to fully successful or greater before the effective date of the WGI.

REPARED 05/18/2000 AEC037U AGE 1	J3 FEDERAL WAGE SYSTEM WGI	STATUS EIGHT WEEK NOTIFICATION	- AS UF 05/06/2000
		** SENSITIVE PERS	ONNEL DATA - USE IS RESTRICT
**			
<-		IC WGI - DUE TO LESS THAN SATIS	
>->->-> TO GRANT AN EMP	PLOYEE A WITHIN GRADE INCREASE	THE AGENCY MUST CHANGE THE PERF	ORMANCE APPRAISAL <-<
AG 03 03 AGRICULTURAL RESEARC	CH SERVICE	POI 4860 BELTS	VILLE, MD
EMPLOYEE NAME	OFFICIAL TITLE OF POS	ITION DUTY STAT	ION LOCATION
ORG.	PAY	COMMENCING	PROJECTED TYPE INTERM
STRUCT. LEVELS	PAY DCC RATE INDIVIDU	AL MASTER DATE TOWARD	PAY PERIOD OF D A
S SOC SEC NO -2 THRU8- P LAPSED	LAN GRADE SERIES DETR POS NO	REC NO WGI D S COD	ES WGI DUE EMPL WORKED
DOE, MARY	MUSEUM TECHNON ZOOL	WASHINGTO	N. DC
	O GS 07 02 1016 1 007B9404	7B9404 01/16/00 11 0010 0	01 00 1 DL
STRUCTURE LEVEL 10 12 127	75 41 TOTAL 1		
EMPLOYING OFFICE	TOTAL 1		

#### Payroll/Personnel Manual Reports RFQS

#### **Temporary Employees – FEHB Coverage Eligibility**

Report Number: AECO37U4

**Brief Description:** Provides notification that certain temporary employees will become eligible to participate in the Federal Employees Health Bene-

fits (FEHB) Program. It is produced two pay periods in advance of the FEHB eligibility pay period.

PREPARED 05/17/2000 AEC037U4	TEMPOR	RY EMPL	OYEES - FEHB	COVERAGE ELIGIBIL	TY - AS D	05/06/	2000		PAGE 1
				** SENSI	IVE PERSO	NEL DAT	A - USE IS	RESTRICT	ED **
AG 11 11 FOREST SERVICE				PERS. OFF. II	. 5187	ORT COL	LINS, CO		
EMPLOYEE NAME				DUTY STATION (	ITY/STATE				
ORG. STRUCT SOC SEC NO 2 3 4	TYPE APPT	TYPE EMPLOY	DATE ELIGIBLE	D S CODES	5	PAY PLAN	GRADE/ STEP	OCC SERIES	FEHB TEMP SCD
DOE, JOHN XXX-XX-XXXX 52 07 0001	09	P/T	05/23/00	FORT COLLINS 08 0860 069	CO	GS	04 01	0335	05/23/99
STRUCTURE LEVEL 52 07 0001 TO	AL	1							
EMPLOYING OFFICE TOTAL	L 8								
	A****								

Title I Chapter 20 Section 2 Exhibit 34

## Performance Evaluation Eligibility For – Perm (or Temp) – Employees

Report Number: AECO37U5

**Brief Description:** Provides the performance evaluation eligibility date for all permanent employees and temporary employees serving under an appointment of 120 days or more. An individual

report is produced for each permanent employee and temporary employee serving under an appointment of 120 days or more.

	XXX AECOSTUS PER	FORMANCE	EVALUATION	ON ELIGIBIL				TED AS OF XX/X	XXX PAGE 1
FL 25 25 FARM C	REDIT ADMINISTRATION				PERS, OFF, ID.	1736	MCCLE	W, VA	
EMPLOYEE N	IAME			TYPE			DATE		•
SOC SEC NO	ORG. STRUCTURE	PAY PLAN	GRADE /STEP	APPT CODE	DATE OF FLIGHBLITY	DATE WGLDUE	ENTERED ON DUTY	DATE LAST RATED	PERFORMANCE RATING
ADOE, JOHN D 006-06-0005	25-10 0000	VG	05/01	04	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	FS
GHILL, JANE M 004-05-0004	25-20 000	VG	03/01	04	xxxxxxx	xxxxxxx	xx/xx/xx	xxxxxx	FS.
PISS, L M 007-07-0007	25 20 0000	VG	04/01	04	xxxxxxxx	XXXXXXXX	xxxxxxx	xxxxxxx	FS
		<del></del>							
					<del></del>				

#### Payroll/Personnel Manual Reports RFQS

## **Notification Of Longevity Percent Changes**

Report Number: AECO37U6

**Brief Description:** Provides a list of U.S. Secret Service employees who will begin longevity pay for the first time and employees whose percentage is

changing as a result of completing the number of years of service required for an increase in longevity pay.

PAGE 1	,00_ ^	EC037U6			ION OF LONGEV					
				EF	FECTIVE NEXT	PAY PERIO	D - AS OF	PAY PERIO	D ENDING 05/06/20	30
AG 03 03 AGRICUL	URAL	RESEARCH SERVI	CE			PERS.	OFF. ID. 48	60 BELTSV	ILLE, MD	
EMPLOYEE	NAME									
	ORG	STRUCTURE	PAY	GRADE		NEW	LONGEVITY	AWOL	SUSPENSE	
SOC SEC NO	2	3 4	PLAN	/STEP	SALARY	PERCENT	DATE	HOURS	HOURS	
E, MARY									•	
XXX-XX-XXXX			GS	07/02	\$ 29,827.00	00	00/00/00	.00	.00	
STRUCTURE LEVE		TOTAL		1						
EMPL	OYING	OFFICE TOTAL	1							
	.,									

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## **Notification Of Adjustment To Longevity Date**

Report Number: AECO37U7

**Brief Description:** Provides a list of U.S. Secret Service employees whose longevity dates have been adjusted due to hours not worked because of suspension or absence without official leave

(AWOL). Suspension or AWOL hours are not creditable for longevity pay purposes. It is produced in the last pay period processed for the calendar year.

PREPARED 05/18/20					OF ADJUSTMENT					
AG 11 11 FOREST	SERVI	ICE				PERS. C	OFF. ID. 5058	CODY, WY		
EMPLOYEE NAM	1E			-		ADJUSTED	LONGEVITY			
/ITY	ORG	STRUCTURE	PAY	GRADE		LONGEVITY	DATE BEFORE	AWOL	SUSPENSE	LONGE
SOC SEC NO	2	3 4	PLAN	/STEP	SALARY	DATE	ADJUSTMENT	HOURS	HOURS	PERC
DOE, MARY										
XXX-XX-XXXX	02	14 0004	GS	03/01	\$ 18,169.00	00/00/00	00/00/00	.00	.00	00
STRUCTURE LEVEL	_ 02	14 0004 TOTAL		1						
EMPLO	DYING	OFFICE TOTAL	1							
41										
		A								
			<u></u>							

#### Payroll/Personnel Manual Reports RFQS

## 90-Day Notification For Recertification Of Retention Allowance

Report Number: AECO37U9

allowance. It is prepared 90-days in advance of expiration.

**Brief Description:** Provides notification of employees approaching expiration of retention

								** SENSITIVE	PERSONNEL DATA	- USE IS RESTRICT
D **								35//32/12/6	LKJONIEL DATA	OSE 15 RESTRICT
AG 11 11 FOREST	SERVIC	E					PE	RS. OFF. ID.	5058 CODY, WY	,
EMPLOYEE NAME				PAY	GRADE	BASE	ALLOWANCE	ALLOWANCE	ALLOWANCE	SALARY TOTAL
	ORG.	STRU	CTURE	PLAN	/STEP	SALARY	EFF DATE	PERCENT	AMOUNT	WITH ALLOWANCE
SOC SEC NO	2	3	4							
OE, JOHN										
XXX-XX-XXXX	95	20	0000	GS	03/01	18,169.00	00/00/00	00	.00	18,169.00
OE, JOHN										
XXX-XX-XXXX	95	20	0000	GS	03/01	81/00/01	70/P1/01	15		
					•					
							·			
, , , , , , , , , , , , , , , , , , , ,										
							-			

Title I Chapter 20 Section 2 Exhibit 38

#### **Listing Of Employees With Change In Union Dues**

Report Number: BEAR9203

**Brief Description:** Provides a list of employees whose current union dues deduction has changed in accordance with the Table Management System (TMGT) Table 010, Union and Association Code Address. NFC will generate a pay adjustment for each employee listed on the report. The report is

available to all personnel offices each pay period. The reports are sorted by agency, personnel office identifier, and social security number and retained in RFQS for 26 pay periods. The report contains sensitive data; use is restricted.

			****		UNION NO 1 AMT		% % UNION NO 2 OLD NEW CODE LOCAL				%
GCY POI	SOCIAL	LAST NAME	INIT	1.			000000		.00	OLD	NE
PA 5260 PA 5260			R	PA 10 1000000000000000000000000000000000			000000		.00		
PA 5260			м	PA 102000000000000000			000000		.00		_
PA 5260			E	PA20100000000000000000000000000000000000			000000		.00		_
PA 5260			R	PA2020000000000000			000000		.00		_
PA 5260			w	PA2040000000000000	530000 5.50	7.50	000000	.00	.00		
PA 5260			w	PA3001000000000000	090001 8.00	9.00	000000	-00	.00		_
PA 5260			s	PA301000000000000	530000 5.50	7.50	000000	.00	.00		
PA 5260			J	PA3020000000000000	530000 5.50	7.50	000000	.00	.00		
PA 5260			м	PA30200000000000000000000000000000000000	530000 5.50	7.50	000000	.00	.00		
PA 5260			н	PA4001000000000000	090001 8.00	9.00	000000	.00	.00		
PA 5260			R	PA40100000000000000	530000 5.50	7.50	000000	.00	.00		
PA 5260		- N-1	s	PA4020000000000000	530000 5.50	7.50	000000	.00	.00		_
PA 5260			J	PA4020000000000000	530000 5.50	7.50	000000	.00	.00		
PA 5260			D	PA40200000000000000	530000 5.50	7.50	000000	.00	. 00		
PA 5260		<u>-</u>	Ţ	PA40300000000000000000000000000000000000	530000 5.50	7.50	000000	.00	.00		
PA 5260			G	PA4030000000000000	050906 .50	1.50	000000	.00	.00		
PA 5260			J	PA5000000000000000000000000000000000000	050905 .50	1.50	000000	.00	.00		
PA 5260			Р	PA50000000000000000	530000 5.50	7.50	000000	.00	.00	<b>-</b>	
				-							_

#### Payroll/Personnel Manual Reports RFQS

#### FEHB Status Letters - Employee Express

Report Number: None

**Brief Description:** Provides a letter to the personnel office to be issued to the employee confirming enrollment and/or change in enrollment in the Federal Employees Health Benefits (FEHB) program. A letter is available for every SF–2809,

Health Benefits Registration Form, submitted through Employee Express. A copy of the letter is retained in the employee's official personnel folder. Letters are sorted by the organizational structure code and retained in RFQS for 26 pay periods.

**Report Availability:** After the second Sunday following the end of the pay period.

Date:

To: Employee Name Mailing Address

This is to verify the information concerning your Federal Employees Health Benefits enrollment which you made through Employee Express. Please contact your personnel office if you have any questions or if any of the following information is incorrect:

Social Security Number

Date of Birth

Sex

Married?

New Plan Name

New Enrollment Code

Family Members

Other Insurance

CHAMPUS?

Medicare Coverage A?

Other Private Insurance Name

Present Plan Name

Enrollment Code

Number of Event

Date of Event

Agency Code

POI

Payroll Office Number

Effective date

Your health insurance plan will mail your new identification card(s) to you. Please contact your health plan carrier if you have more than 5 family members to be covered under this plan.

Agency Representative

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submitted through Employee Express. A copy of

## **TSP Status Letters – Employee Express**

Report Number: None

nel office to be issued	ovides a letter to the person- to the employee confirming nge in enrollment in the Thrift	the letter is retained in the employee's official per sonnel folder. Letters are sorted by organizations structure code and retained in RFQS for 26 pay per iods.						
Savings Plan (TSP).	. A letter is available for Savings Plan Election Form,	<b>Report Availability:</b> After the second Sunday following the end of the pay period.						
Data								
Date:								
	ployee Name iling Address							
Emp		as a result of the action you submitted through rsonnel office if you have any questions or if any of						
Soc	ial Security Number							
	e of Birth							
	Percent							
	Amount							
G F								
CF								
	ective date							
	ency Code							
POI								
Pay	roll Office Number							
Age	ency Representative							

Title I Chapter 20 Section 2 Payroll/Personnel Manual Reports RFQS

(reserved)

Title I Chapter 20 Section 2

**Appendix** 

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Title I Chapter 20 Section 2 Appendix A

#### **RFQS Error Messages**

Agency Must Be Entered If Org Lev2 Is Entered

Department Code Invalid

Department Code Must Be Entered

Invalid Employing Office - Please Rekey

Invalid Entry, Please Rekey

Invalid Department Code - Please Rekey

Invalid Option, Please Rekey

Invalid Org Agency – Please Rekey

Invalid Pass, Please Rekey

Invalid Pay Period, Please Rekey

Invalid User Response - Please Rekey

Job Name Character Must Be alphabetic

Not Authorized Access - Please Rekey

Not Available At This Time

Number Of Copies Must Be Between 1 And 5

Org Agency Must Be Entered

Org Agency & Submitting Office Cannot Both Be Blank or zero

Org Lev2 Must Be Entered If Org Lev3 Is Entered

Org Lev3 Must Be Entered If Org lev4 is Entered

Pay Period Entered Greater Than Last One Processed

Remote Destination Must Be Entered

Report Creation Error - Please Rekey

RFQS Is Temporarily Out Of Service

SSN1 Must Be Entered If Others Contain Data

SSN2 Must Be Entered If SSN3 Contains Data

Submitting Office Must Be Entered

Sysout Class Must Be "A" Or "X"

The 50s Are Temporarily Out Of Service For Your Agency

The SF50s Are Temporarily Unavailable

The Current Pay Period For Processing SF1150's Is Pay Period < >. Only Pay Periods Prior To This Are Permitted.

The 50's Are Temporarily Out Of Service For Your Agey

User Name Must Be Entered

Title I Chapter 20 Section 2 Payroll/Personnel Manual Reports RFQS

(reserved)

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